

بوابة العبور إلى رخاء دبى

GATEWAY TO DUBAI'S PROSPERITY

INSPECTION DEPARTMENT

Inspection Management Business Operating Manual - Booking Process

Version 1.5



About this Document

The purpose of this guide is to assist the users to understand how to perform all their business functions using the newly implemented Inspection application built on the new Siebel Technology platform.

Inspection project of Dubai customs aims at implementing Inspection application for the Inspection Department by using Siebel Public Sector components.

Following are the high level booking processes -

- 1. Initiate Inspection (CDM Identified and Cleared Declarations)
- 2. Payment
- 3. Submit and Track Requests
- 4. Initiate Truck Release

This document provides the definition of common terms and conditions applicable and brief overview of booking processes. It also describes the common Siebel functions that are customized only for Inspection Application. It is prerequisite for the users to know regarding how to use Siebel.

All the workarounds that users should follow while using the application is also explained in the document. This document is intended for clients who will use the services of Dubai Customs clients.



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1 Introduction

In order to meet its strategic objectives of being a world leading customs organization, Dubai Customs intends to implement the Inspection application to meet and even exceed the current World Customs Organization standards.

Inspection Application aims at facilitating a smooth and effective functioning of Inspection department by providing a platform to meet end-to-end Inspection process on the consignments that crosses the border via different channels.

The purpose of this guide is to assist the clients who will use the services of Dubai Customs clients.



2 Business Objective

Through the Inspection Application, following business objectives are ensured:

- To provide better customer service
- Modernize operations with advanced case management tools
- To offer an integrated IT platform to multiple applications within Dubai Customs
- Implement a paperless environment.



3 Common Inspection Terms and Definitions

3.1 What is a Declaration?

Customs Declaration / Declaration: The term "Customs declaration" means the goods declaration or the declaration submitted by the importer or his representative describing the elements identifying the declared goods and quantity thereof in details according to the provisions of Customs Law.

3.2 What is CDM identified Declaration?

These are the declarations that are identified by Customs Declaration management (CDM) for Inspection. Unless the Inspection is completed the goods cannot enter or exit the country

3.3 What is an Inspection Request?

Inspection process starts with booking activity. Inspection Requests are raised for those declarations which are not cleared by Dubai Customs and are identified by CDM for Inspection or for cleared Declaration initiated by client for refund or issuing exit-entry certificates. Client can initiate Inspection using Dubai trade portal (www.dubaitrade.ae) or raise a booking request at the Dubai Customs office. Bureau Officer will raise a request on behalf of the customer and collects the payment of Inspection

3.4 What is a Truck Release Request?

Truck Release Requests are raised to track release of trucks by Inspections, for those declarations which have their exit point or their Port of Loading as Hatta. Registered customers can initiate a request by visiting Dubai trade portal (www. Dubaitrade.ae) and or raise a request at the Dubai Customs office.

3.5 What is Demand Notice?

This is a formal bill given too customer for the payment against the Inspection Request. This consists of detailed break up of all Inspection Charges for a request.



4 Processes

4.1 Booking, Planning and Inspection Process

Process Overview

The following description briefly conveys the purpose and boundary of the Booking, Planning and Inspection Process



Inspection process starts with booking activity. Inspection Requests are raised for those declarations which are not cleared by Dubai Customs and are identified by CDM for Inspection.

For undergoing this process registered customer can initiate a new request by visiting Dubai trade portal (www. Dubaitrade.ae) and submit by making necessary payments. Customer can pay either using an e-pay or through their credit account.

Non-registered clients can initiate an inspection by visiting Dubai Customs office. Here Bureau Officer will raise and submit the request on behalf of the customer. Customer will have an option to pay only by Cash here

4.2 Truck Release Process

Process Overview

The following description briefly conveys the purpose and boundary of the truck release process





Truck Release Requests are raised to track release of trucks by Inspections, for those declarations which have their exit point or their Port of Loading as Hatta.

For undergoing this process registered customer can initiate a new request by visiting Dubai trade portal (www. Dubaitrade.ae) and submit by making necessary payments. Customer can pay either using an e-pay or through their credit account.

Non-registered clients can initiate requests by visiting Dubai Customs office. Here Bureau Officer will raise and submit the request on behalf of the customer. Customer will have an option to pay by Cash here



5 Process Activities

5.1 Create Inspection Request by registered client on Dubai Trade Portal

5.1.1 Create Inspection request

- Client will create Inspection request for the declaration.
- Client enters necessary information to the Inspection request
- Client uploads document (if any) and notes if required and saves the request for further processing
- Client then submit post necessary payments

Working with the system

• For Declaration with status "Clear with Inspection"

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>.



2. Click on "Login" button available at the right most corner of the webpage. Application will navigate the client to a view as displayed below



3. Click on "Inspection Request" on the left hand side of the web page. Application will display Initiate Inspection: This is to create a new Inspection for declaration identified by CDM Initiate Inspection- Cleared Declaration: This is to create a new Inspection for declaration that is cleared

Initiate Follow up Inspection: This is to create a new booking request for an additional booking for Transit related declarations(101,103)

Track Request: This link will enable the client to track all Inspection request submitted or created

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Initiate Inspection Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection	K Page 1 of 1 found >>			View 1- 1 of 1	
Truck Release Requests Logi Gate MECRC Mirsal II Renewal					
Reports Request Transportation Upload					
User Management Value Added Services					

4. Click on "Initiate Inspection". Application would navigate users to "Terms and Conditions" page.





5. Application displays the declarations numbers associated to the registered client.

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Truck Release Requests					X A V X							Ξ.
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6. Click on "Query" button and enter the required Declaration number in the "Declaration Number" field. Then Click on "Go". Declaration Number gets displayed



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DT Subscription Bill Clearance Cargo Booking CPR Reports Delivery Order		
Download Enquiry Inspection Request Initiate Inspection Initiate Service Request		
 Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection Truck Release Requests 		
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7. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", "Cargo Channel" fields

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Clicking on Validate button will populate the Cargo Channel and Regime Type from Declaration system.

8. Click on "Initiate Inspection" button. Application Navigates the user to the Inspection booking Form details



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The complete field references and description are listed below.

Field	Description
Booking Reference Number	Auto populated
Initiation Date	Auto populated
Request Type	"Normal" = General planning and confirmation
	"Urgent " = For urgent planning and confirmation
Inspection Location Type	"Customs Area" = If the Inspection is to be conducted within Dubai Customs Premises
	"Outside Customs Area" = If the inspection is to be conducted outside the Dubai Customs Premises
Outside Location	Mandatory if the Inspection Location type= "Outside Customs Area"
	Pick applet to choose the following values
	Location
	Weight
	Number of trucks
Address	Mandatory if the Inspection Location type= "Outside Customs Area".
Мар	URL or the detail of location
Declarant Reference Number	Unique job number of the declaration
Declaration Number	Read only. Unique Number of the declaration associated to the Booking request
Owner Name	Read only. Name of the owner of the declaration associated to the



	Booking request
Declaration Status	Read only. Status of the declaration associated to the Booking request
Declaration Type	Read only. Unique Type of the declaration associated to the Booking request
CDM Remarks	Read only. Remarks provided by the CDM (customs Declaration Management)
Representative Name	Mandatory. Name of representative who shall be present at the time of Inspection
Contact Number	Mandatory .Contact Number of the Owner or the representative
Contact Email	Mandatory. Contact Email address of the Owner or the representative
Mobile Number	Mandatory. Contact Number of the Owner or the representative
Seal required	Check box. Flag "Y" or "N"
	To be updated only if Seals are required
Number of Seals	Editable if the 'Seal required' flag is "Y"
	For Declaration with container details, this field would default to Number of Containers OR ELSE default o "1"
Status	Read Only. Status of the Booking request would be "Draft"
Sub Status	Read Only. Sub status of the Booking request

9. Enter the Booking Form details and click on Save



Mandatory fields are marked in Red(*) Asterix. Please enter all the mandatory details to proceed.

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10. Navigate to Goods Details Tab. Application display either the Container details or the Marks & Numbers details

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11. Enter the Preferred Dates- Date1, Date 2 and Date 3 and click on Save. In case of multiple records, use Select All to choose all records in containers/M&N and then Group dates to enter dates/slots for all

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12. Enter the Preferred Slots - Slot 1, Slot 2, and Slot 3, Additional Preferred Slot and click on Save

Tip: Preferred Date 1, Preferred Slot and Additional Preferred Slot are mandatory fields and user cannot submit the booking without entering these details



13. Navigate to "Attachment" tab and click on "New" to upload a document.

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14. Browse the required document and click on "Save"

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15. Select the required value the "Document Title".



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DT Subscription	Declarant Reference Number: satya	Copy of the Plan of Warehouse Current Inventory Report	Map:	(Country-Area-Number): Mobile Number	971565655124	
E Cargo Booking	Ourse Name a damage	Periodic Inventory Report	IID Inspection	(CountryCodeMobileNumber):	ir es	
CPA Reports	Owner Name: Advance	Marine Trade License	op inspection	Additional servi	ices	
Delivery Order	Inspection Centre: Dry Port	Invoice	Required: 🗹	Stamping Required:		
Download	Inspection Section*: Dry Port	LOU for Importer	in Centre: Dry Port 💙	Seal Required:	2	
Inspection Request	Request Type*: Normal	LOU for Clearing Agent	n Section: Dry Port	Quantity Of Seals:	2	
Initiate Inspection		LOU for Shipping Agent		Status Details	C	
Initiate Service Request		AWB - BOL (Master)			D	
Initiate FollowUp Inspection		AWB - BOL (House)		Status	Dran	
Initiate Inspection - Cleared		Packing List		Sub-Status:	×	
Track Inspection	Goods Details Attachments Notes	Inspection Report	DS			
Truck Release Requests	And and a state of the state of	Delivery Order	-			
Logi Gate		Exit \ Entry Certificate				
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Mirsal II	Ale	Others				
³ Renewal	Name:	Declarations	7			
Reports	Document Title:	LOU for CI 💙				
Request	Size (In Bytes):	155,387				
7 Transportation						· · ·
Uproad						
Value Added Services						
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CONNECTIVITH US						STAKEHOLDERS
🗊Twitter 🔍Linked In 🔊Faceb	ook 戻Youtube 戻Instagram					

16. Navigate to "Notes" and click on "New" to associate a note/comments or special remarks to the Inspection request. System will auto populate

~
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17. Enter the Description and click on "Save"



view By Service T	Declarant Reference Number:	satya	Map:	5	(CountryCodeMobileNumber):	971565655124	
DT Subscription	Owner Name:	Advanced Trading TEST	Follow Up Inspection		Additional Servi	ces	
Cargo Booking	Increation Centres	Dru Bort	Follow Up Required: 2		Stamping Required		
CP8 Reports	inspection centre.	DIV POIC	Tonov op Kedaned.		stamping required.		
Delivery Order	Inspection Section*:	Dry Port 💙	Inspection Centre: Dry F	Port 💙	Seal Required:	2	
Download	Request Type*:	Normal 💙	Inspection Section: Dry F	Port 🗸	Quantity Of Seals:	2	
Enquiry					Status Details		
Inspection Request					Status	Draft	
Initiate Inspection							
Initiate Service Request					Sub-Status:	~	
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Track Inspection							
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Shortcut To Services 🔻							
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Twitter 🔍 Linked In 📡 Face	book 📄Youtube 📄Instagram						

18. Click in "Next". If the booking request meets the criteria of payment collection then user shall be displayed with appropriate fees as mentioned in the below. Application would navigate the user to "Inspection Fees" screen. Respective Charge Type, Amount and the Total Amount shall be populated

Field	Description
Inspection Charges	This fees would be applicable for Cleared Declarations
Stamping Fees	This fees would be applicable if the user checks the "Stamping fees" as Y
Urgent Fees	This fees would be applicable if the user has requested for Urgent Inspection
Sealing Fees	This fees would be applicable if the user has requested for Sealing
Outside Inspection Charges	This fees would be applicable if the user has requested for "Outside Inspection"
Knowledge Dirham	This fees would be applicable for every transaction



Welcome Vorer mame Ausonable Trading its Leven of public Pu	Service Centre Knowledge Ce	ntre Media Centre	Toolbox About		yournew	hat
CRR reports Image: Crr rep	Vietcome Immonthue International Actions No. Immonthue Message Centre (25) Immonthue View By Senrice View By Senrice Immonthue Grane Booking	Ovner na Inspection Cer Inspection Sed Request T	ime' provances tracing is intre: Dry Port V isoni Dry Port V spe: Normal V	Follow Up Required: M Follow Up Required: M Inspection Centre: Dry Port	Stamping Required: Seal Required: Quantity of Seals: 2 Status Details Status: Draft V Sub-Status: V	
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	^o mirsa ii ⁸ Renewal ⁸ Reports ⁸ Request	Sealing Charge Knowledge-Innovation Dirham	20 20			

19. Select the "Payment mode".

If Payment Mode= Credit Account

a. Select the payment mode as "Credit account" from the dropdown and click on Save. Application saves the value entered. Application will enable the "Credit Account" field

Welcome <	Ovner Name:	Advanced Trading TE	Follow Up Inspection	Additional Services	^
E-1223150-Dubai Customs M2- himanshutest	Inspection Centre:	Dry Port 💙	Follow Up Required: 🗹	Stamping Required: 🗐	
Message Centre (25)	Inspection Section:	Dry Port 👻	Inspection Centre: Dry Port	Seal Required: 🗭	
a locut	Request Type:	4ormal 🗸	Inspection Section: Dry Port	Quantity Of Seals: 2	
- topos				Status Details	
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FCRC	ChargeType	Amount	Receipt N	umber	
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eports	Sealing Charge	20			

b. Click on the glyph in the Credit account field. Application will open a new window and display the credit account number associated to the registered user



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himanshu 1223150, Dubai, Customs M2.	Owner Name: A		Tollow op hispeculi	Audidonar	Jer vices
himanshutest	Inspection Centre:	ry Port	Follow Up Required:	Stamping	Required:
Message Centre (25)	Inspection Section: D	ry Port	Credit Account	al 🖂	Required: 🗹
locat	Request Type: N	ormal	Credit Account	its	Of Seals: 2
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v By Service 🔻			Q	1 - 10 of 10 -	Status Duaft
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ill Clearance				S	ub-Status:
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moution Request	Design and the design of the second state of t	mount chatus	1050899		
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Initiate Service Request	Credit Account 1	40	1050068		
Initiate FollowUp Inspection					
Initiate Inspection - Cleared			1112909		
Declaration			1002160		
Track Inspection	Payment Details		1112040		1 - 3 of 3
Iruck Helease Hequests			1112040		
5gl bate	ChargeType	Amount	1112849		
ireal II					
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ports	Sealing Charge	2.0		OK Cancel	
uest	Knowledge Innovation Dirbara	20			
emortation	and a way of the value of the state	20			

c. Select the required credit account number and click on OK. Application displays the credit account number and enables the "Make Payment" button

PLEASE!

The list of applicable credit accounts will be auto-populated.

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Welcome himanshu :-1223150-Dubai Customs M2- himanshutest Macsong Contro (25)	Inspection S Request	ection: Dry Port t Type: Normal	Credit Account		juired: 🗹 Seals: 2	^
Logout			Q Credit Account	1 - 10 af 10+	itatus: Draft itatus:	~
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to Marke to see a shire of second			1112848			
Initiate Inspection - Cleared eclaration Track Inspection	ChargeType	Amount	1112849			

I. Click on "Make Payment" button. Upon successful transaction completion, application will update the status as "Authorized". Application enables the "Submit" button



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میں انداز ا DUBAI TRADE				Smart Workspace
Service Centre Knowledge Co	entre Media Centre Toolb	ox About		yournewhabit
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View By Service DT Subscription DT Subscription Bill Clearance Cargo Booking CRA Reports CRA	Make Payment Verify Paym Payment Mode Credit Accou	nt Total Amount Status	Exception Remarks	د Q ۱-1 of 1
Derivery under Download Enquiry Inspection Request	Credit Account 1113236	140 Authorized	X A Y X	
Initiate Inspection Initiate Service Request	Payment Details			1 - 3 of 3
Initiate Inspection - Cleared Declaration	ChargeType	Amount	Receipt Num	ber
Track Inspection Truck Release Requests	Inspection Charges	100	27676	
Land Only			2/0//	

e. Click on "Submit". Application navigates the user to confirmation page and assigns the request to Dubai Customs

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Service Centre Knowledg	: Centre Media Centre Toolbox About	yournewhabit
Vercome Himanshu AE-1223 for Sub-e California Message Centre (25) Const. //ewe By 8 anice 07 Subscription Bill Charmone Cargo Booking	Booking Request Details Track logs colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan=	
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If Payment Mode= E-pay

a. Select the payment mode as "E-pay" from the dropdown and click on Save. Application saves the value entered and enables the "Make Payment" button

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AE-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Inspection Section: Request Type:	Ory Port	Inspection Section:	Stamping Required: Seal Required: Quantity Of Seals: Status Details	
iew By Service 🔹				Status: Draft	
Bill Clearance				sub-status:	- 10
Cargo Booking					
CPA Reports				👌 🔍 1-1 of 1	
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Declaration Track Inspection	Payment Details			1 - 2 of 2	
Truck Release Requests	Payment Details			a . 2 01 a	
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Reports					*
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User Management					
Value Added Services					
hortout To Services 🔻					

- b. Click on "Make Payment". User shall be navigating to new screen.c. Click on "Make payment again. Application will display the a new page below

Search	Q.					Switch to Modern Home	Contact Us
میں ایک الرقی م DUBAI TRADE					Smart	Workspac	е
Verlaa Castra Welcome Immastu Message Centre (25) Immastu Message Centre (25) Immastu	pe Certre Media Centre Too Payment: Confirmation You Reference Number: Amount:	box About	to direct your payment request 2020-BR-13540 120 Mile Payment	to Dubai e-Governme Bate	ent payment site.	yournew	habit
🕀 Mirsal II							

Select the Payment mode and enter other details and complete the transaction. Upon successful transaction completion, application navigates the use back to booking request details. It will update the status as "Authorized". Application enables the "Submit" button



Goods Det	ails Attachme	ents Notes	Payment Hist	ory Docume	ent Groups
Payment Id	Payment Mode	Credit Account	Total Amount	Status	Exception Remark
1-2247852449	98ePay		40	Authorized	



- a. If the Payment transaction fails, the application will display status as "Failure"
- b. Application will display the remarks in "exception Remarks" field

Click on "Submit". Application navigates the user to confirmation page and assigns the request to Dubai Customs

Service Centre Noovledge Certre Media Centre Totologian Mentandation M	About your Inspection Request for		Smart	Workspace
Service Centre Norwledge Centre Madia Centre Todoo Welcome Manage Centre (25) Message Centre (25) Loose //exe by Service // Suborcifon Bill Clearance CPR Reports Dedarant Reference Number: Dedarant Reference Number:	About your Inspection Request for			yournewhabit
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book book booking Reference Number: bill Clearnee Corego Booking CRA Reports Dedarant Reference Number: Dedarant Reference				
ew By Service v DT Subscription Bill Clearance Ovner Name Cargo Booking Declarant Reference Number CPA Reports Declarant Reference Number	010005342520			
DT Subscription BOOKing Reference number: Bill Clearance Owner Name: Cargo Booking Declarant Reference Number: CPR Reports Total Fees:	000 00 40033			
Bill Clearance Ovner Name: Cargo Booking Declarant Reference Number: CPA Reports Delivery Order Total Fees:	020-BR-13977			
CPR Reports Declarant Reference Number: Delivery Order Total Fees:	dvanced Trading TEST			
Delivery Order Total Fees:	atya			
	40			
Download Dubai Customs team will	jet back to you in 2 hours for confirmation of your Inspec	ction Date and Time		
Enquiry				
Inspection Request				
Initiate Inspection				
Initiate Service Request				
Initiate Instruction - Cleared				
Declaration	HOW WAS YOUR EXPERIENCE	?		
Track Inspection				
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Mirsal II				



- a. No "Inspection charges" would be generated for CDM identified declarations
- a. Mandatory fields mentioned in step 9 cannot be left blank.
- b. If the declaration has container details, and if the user checks the "Sealing" flag as "Y" then "No of Seals" is populated with a default value that equals to number of container

Working with the system



- For Declaration with status "Cleared with Inspection" but which are not available in the list (which had bypassed the CDM system).
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"



2. Click on "Inspection Request" on the left hand side of the web page. Application will display the sub links as below





3. Click on "Initiate Inspection".

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Service Centre Knowledge	Centre Media Centre	Toolbox	About	yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- bimanshutest	CDM Declaration	Details		+ & Q 1 - 10 of 10+
Message Centre (25)	Initiate Inspection	Validate Terms	and Conditions Please click on N	lew button to add a declaration which is not available in below mentioned list.
Logout	Declaration Number	Cargo Channel	Regime Type Associate Multiple?	Remarks
/iew By Service 🔻	1010011964920			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
DT Subscription	1010011961420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Bill Clearance	1010012015020			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
CPA Reports	1010011964420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Delivery Order	1020002336120	Air	Import	
Enquiry	1010011461620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Inspection Request	1010011460620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate Inspection	1010011956520			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate FollowUp Inspection	1010011961720			
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5. Enter the value for the declaration and click Save



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DT Subscription		1010011964920				This Declaration has an auto created inspection Reque	st. Please approach HAMRIYA PORT for completion of Customs Procedures.	
Bill Clearance		1010011961420				This Declaration has an auto created in spection Reque	st. Please approach HAMRIYA PORT for completion of Customs Procedures.	
CPA Reports		1010012015020				This Declaration has an auto created inspection Reque	st. Please approach HAMRIYA PORT for completion of Customs Procedures.	
Delivery Order		1010011964420				This Declaration has an auto created inspection Reque	st. Please approach HAMRIYA PORT for completion of Customs Procedures.	
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Initiate FollowUp Inspection		1010011956520				This Declaration has an auto created inspection Reque	st. Please approach HAMRIYA PORT for completion of Customs Procedures.	
Initiate inspection - Cleared Declaration Track Inspection		1010011961720						
Truck Release Requests						X A V X		

6. Click on Validate and Initiate Inspection to proceed. Booking Request will be created. Rest of the process is as existing as for normal CDM requests

Working with the system

- For Declaration with status "Cleared"
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"



2. Navigate to "Inspection Request" screen and then to "Initiate Inspection-Cleared Declaration" view



3. Click on "New" and enter the declaration Number in the "Declaration Number" field

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Truck Release Requests								

4. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", <u>"Cargo Channel" fields</u>

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0257419						
1450317	Passenger	Import				
9358017	Passenger	Import				
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5. Click on "Initiate Inspection" button. Application Navigates the user to the Inspection booking Form details



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Initiate Inspection	1230000010917	Passenger	Import		
Initiate FollowUp Inspection	100000010717	Deservator	Import		
Initiate Inspection - Cleared	160000010717	i usecillei	mpon		
Track Inspection	Record Saved			X A V X	
Truck Release Requests					

6. Enter the Booking Form details and click on Save

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Booking Request Detai	ils					\$
Message Centre (25)	Back Next						
lomut	Booking Request D	etails			Contact Details		
	Booking Reference Number:	2020-BR-13979	Inspection Location Type*:	ustoms Area 🗸 🗸	Contact Email*:	himanshu.joshi@dub:	aict
′iew By Senvice ▼	Declaration Number	2010005316320	Outside Location:	a	Representative Name*	himanshu	
DT Subscription					Contact Number		
Cargo Booking	Initiation Date:	5/11/2020	Address:	7	(Country-Area-Number):	971-5-65655124	
CPA Reports	Declarant Reference Number:	satya	Map:		Mobile Number* (CountryCodeMobileNumber):	971565655124	
Delivery Order	Oupor Namo	Aduanced Teading TEST	Follow Up Inspect	on	Additional Service	es	
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Initiate FollowUp Inspection					Status Details		
Initiate Inspection - Cleared					Status:	Draft	~
Declaration Track Inspection					Sub-Status:		~
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MECRC							
Mirsal II						0 +	1 - 1 - 6 1
Renewal						4 0	1 - 1 01 1
Request	Select All Deselect Group	Dates					
Transportation	Select Container Number	Marks and Numbers Prefere	et Date 1.	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2	Preferred Date
Upload	- addr	Fieldin				, restrict orotz	
User Management	N	N/A					
Value Added Services	4						*

7. Navigate to Goods Details Tab. Application display either the Container details or the Marks & Numbers details. Enter the Preferred Dates- Date1, Date 2and Date 3 and click on Save. In case of multiple records, use Select All to choose all records in containers/M&N and then Group dates to enter dates/slots for all.

To be one of the leading Customs administrations in the world, supporting legitimate trade

		2020-BK-13979	inspection Location Type*: Cu	stoms Area	Contact Email*:	nimansnu.josni@dubaic.	
DT Subscription	Declaration Number:	2010005316320	Outside Location:	•	Representative Name*:	himanshu	
Bill Clearance	Initiation Date:	5/11/2020	Address:	=	Contact Number*	971-5-65655124	
Cargo Booking				B	Mobile Number#		
CPA Reports	Declarant Kererence Number:	satya	map:	7	(CountryCodeMobileNumber):	971363633124	
Delivery Order	Owner Name:	Advanced Trading TEST	Follow Up Inspectio	n	Additional Servi	ices	
Download	Inspection Centre:	Dry Port 🗸	Follow Up Required: 🗐		Stamping Required:		
Enquiry	To contract the Contract	0	to use the control	~	Cool Docutor d		
Inspection Request	Inspection section*:	Dry Port	Inspection Centre:		sear Kequired:		
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Initiate service Request					Status Details		
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Declaration					Sub-Status	~	
Track Inspection	Record Saved				oub status.		
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Tip: Preferred Date 1, Preferred Slot and Additional Preferred Slot are mandatory fields and user cannot submit the booking without entering these details

- 8. Add Attachments, Notes as applicable.
- 9. Click in "Next". Application shall navigate the user to "Inspection Fees" .Respective Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab

iew By Service 🔻	BOOKING Keterend	e Number:	2020-BK-13979	Inspection Location Type	Customs Area	Contact Email	himanshu.joshi@dub
DT Subscription	Declaratio	n Number:	2010005316320	Outside Location	c 🛛	Representative Name:	himanshu
Bill Clearance	Initia	ation Date:	5/11/2020	Address		Contact Number (Country-Area-Number)	971-5-65655124
Cargo Booking CPA Reports	Declarant Reference	e Number: [satya	Map		Mobile Number (CountryCodeMobileNumber)	971565655124
Delivery Order	Ow	ner Name:	Advanced Tradin	g TE Follow Up Insp	ection	Additional Services	
Download	Inspecti	on Centre:	Dry Port	Follow Up Required		Stamping Required	
Enquiry						1	
Inspection Request	Inspectio	on section:	Pry Port	Inspection Centre	· · · · · · · · · · · · · · · · · · ·	seal Required	
Initiate Inspection	Req	uest Type:	Normal	Inspection Section	· ·	Quantity Of Seals	
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MECRC Mirsal II Renewal	Make Payment	Verify Payme	nt Total Amount	Status Exception Remarks			🕹 Q 1-1 of 1
NECRC Nirsal II Reneval Reports	Make Payment	Verify Payme Credit Account	nt Total Amount	Status Exception Remarks			ሪ Q 1-1 of 1
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- 10. Click on "Confirm Payment". The Status of the payment gets updated to "Authorized"
- 11. Click on "Submit". Status of booking request changes to "Submitted". The Booking request will get assigned to the Planner.



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Lopout	Booking Request Details		Contact Details	
Gene Des Casarian 🖉	Booking Reference Number: 2020-BR-13979	Inspection Location Type: Customs Area	✓ Contact Email: h	manshu,joshi@dub
DT Subscription	Declaration Number: 2010005316320	Outside Location:	Representative Name: h	manshu
Bill Clearance	Initiation Date: 5/11/2020	Address:	Contact Number (Country-Area-Number):	71-5-65655124
Cargo Booking	De deuest Defenses Number		Mobile Number	24.505.055.04
CPA Reports	Declarant Reference Number: satya	Map:	(CountryCodeMobileNumber):	/1565655124
Delivery Order	Owner Name: Advanced Trading TE	Follow Up Inspection	Additional Services	
Download	Inspection Centre: Dry Port 💙	Follow Up Required: 🗐	Stamping Required: 🗐	
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DT Subscription	Booking Reference Number: 2020-BR-13979	
Bill Clearance	Owner Name: Advanced Trading TEST	
Cargo Booking		
CPA Reports	Declarant Keference Number: satya	
Delivery Order	Total Fees: 120	
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Enquiry		
Inspection Request		
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Initiate Service Request		
Initiate FollowUp Inspection		
Declaration	HOW WAS YOUR EXPERIENCE?	
Track Inspection		
Truck Release Requests		
∜ LogiGate		

5.1.2 Create Follow up Inspection Request – Transit

• Client creates a follow up Inspection request for transit declarations(101,103).

Working with the system

- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 2. Navigate to "Initiate Request" screen. Application would navigate the user to "CDM identified" view



3. Click on the Initiate Followup Inspection link. Query option for Decl reference or Booking reference is provided

4. Automatic follow up request : System will ask inspection charges for CDM Identify declaration if user selected Follow up check box.

) CP Smart Workspace ديــاف الـتـجـاريــة DUBAI TRADE yournewhabit rice Centre Welcome himanshu AE-1229150-Dubai Customs M2-himanshutest Message Centre (25) Booking Request Details Back Next Logout **Booking Request Details** Contact Details ~ Booking Reference Number: 2020-BR-13977 on Location Type* Customs Area Contact Email*: himanshu.joshi@dub Inspe View By Service ۳ 3 Declaration Number: 2010005342520 DT Subscription Bill Clearance Outside Location Representative Name*: himanshu Contact Number* (Country-Area-Number): Mobile Number* IntryCodeMobileNumber): 971565655124 ٩ Initiation Date: 5/11/2020 1 Address Bill Clearance
 Cargo Booking
 CPA Reports
 Delivery Order
 Download
 Enquiry
 Inspection Request ٩ Declarant Reference Number: satya Map Follow Up Inspection Additional Servic Owner Name: Advan Inspection Centre: Dry Port llov Up Required Stamping Required: spection Section*: Dry Port ~ Inspection Centre: Dry Port ~ Seal Required: 🗹 Inspection Request Initiate Inspection Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection ~ Inspection Section: Dry Port Quantity Of Seals: 2 Status Details Status Sub-Status: Truck Release Requests Goods Details Attachments Notes Payment History Document Groups ■ LogiGate
 ■ MECRC Mirsal II Q & 1-1 of 1 Renewal Renorte Darah

Manual Follow : - >

Automatic Follow Up : ->



Welcome himanshu AE-1223150-Dubai Customs M2-	Initiate Followup Inspection	⊕
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DT Subscription		
Bill Clearance		
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Initiate Service Request		
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4. Query for the BR or the declaration reference for which a follow up booking needs to be done

Search	٩	Switch to Modern Home Contact Us
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Download Enquiry Inspection Request Initiate Inspection		
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 Truck Release Requests Logi Gate MECRC Mirsal II 		

5. Query results are displayed. Click on Initiate Inspection. Additional booking request is created.



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Bill Clearance Grago Booking CrA Reports Chargo Booking CrA Reports Devertose Devevertose Devevertose Devevertose D					X A Y X			×

6. Booking Request details are displayed Update Inspection Centre and section and other details

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Message Centre (25)	Back Next					
and land	Booking Request Details			Contact Details		
	Booking Reference Number: 2020-BR-13	Inspection Location Type*:	Customs Area	Contact Email*:	himanshu.joshi@dubaic.	
iew By Service 🔻	Declaration Number: 2010005316	6320 Outside Location:	a	Representative Name*:	nimanshu	
DT Subscription	Initiation Date: 5/11/2020	Address:	Ę	Contact Number*	71-5-65655124	
Bill Clearance	Deduct Defenses Number	Martin	E	Mobile Number):	74.84.84.84.04	
Cargo Booking	Declarant Reference Number: Satya	map:	7	(CountryCodeMobileNumber):	//1363635124	
Delivery Order	Owner Name: Advanced Tr	rading TEST Follow Up Inspe	ction	Additional Service	15	
Download	Inspection Centre: Dry Port	Follow Up Required:		Stamping Required: 🗌		
Enquiry	Inspection Section*: Dry Port	 Inspection Centre: 	~	Seal Required:)	
Inspection Request	Request Type*: Normal	Inspection Section:	×	Quantity Of Seals:		
Initiate Inspection				Status Details		
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Declaration				Sub-Status:	×	
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Rest of the process is similar to that of a normal booking request.



5.1.3 Create Inspection for Multiple Declarations.

• Client creates an Inspection request for multiple declarations.

Working with the system

- For Declaration with status "Cleared with Inspection"
- 5. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 6. Navigate to "Initiate Request" screen. Application would navigate the user to "CDM identified" view
- 7. Click on "Query" button and enter the Declaration number in the "Declaration Number" field. Then Click on "Go". Declaration Number gets displayed

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lowef	Declaration Number	Carro Channel Real	
	2010005343020	Land Evpo	a second and the seco
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Il Clearance	2010005342820	Land Expo	rt.
rgo Booking % Reports	1010011964920		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
livery Order	1010011961420		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
quiry	1010012015020		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
pection Request	1010011964420		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate Service Request	1020002336120	Air Impo	rt -
Initiate FollowUp Inspection Initiate Inspection - Cleared	1010011461620		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
eclaration Track Inspection	1010011460620		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
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rsal II Alter Service Several Seve	Castre Madia Castre CDM Declaration Validate Terms an Declaration Number 2010005343024 Record Saved	Tootbox Abo Details d Conditions Please click Bargo Channel Regin	weak to Toder Image: Second August Image: Second August
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8. Click on "Validate" button. Application would auto populate "Regime Type", "Cargo Channel" fields

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rvice Centre Knowledge (artre Media Centre Toolbox About	yournewhabit
Welcome himanshu RE-1223190-Dubai Customs M2- himanshutest Message Centre (25)	CDM Declaration Details Initial Inspecton Validate Terms and Conditions Please click on New button to add a declaration wh	+ S Q 1-1 of 1
Logout	Destaration Number Cargo Channel Regime Type Associate MultipleTy Remarks 201000534020 Land Export	
JIII Clearance Sargo Booking CPA Reports	Record Saved	
Jelivery Order Jourlood Inguiry nspection Request Initiate Service Request Initiate Service Request Initiate Service Request Initiate Inspection - Cleared Declaration Track Inspection Track Respection		
Logi Gate MECRC		

9. Click on Associate Multiple Declaration flag as 'Y'.

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iew By Service 🔻	2010005343020 Land Export 🗹	
DT Subscription Bill Clearance Cargo Booking	Record Saved	
Delivery Order Delivery Order Download		
Enquiry Inspection Request		
Initiate Service Request		
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration		
Track Inspection		
Truck Release Requests		

10. Repeat the steps from 3 till 5 and then Click on "Initiate Inspection". Navigates the user to the Inspection booking Form details




Field	Description
Booking Reference Number	Auto populated
Initiation Date	Auto populated
Request Type	"Normal" = General planning and confirmation
	"Urgent " = For urgent planning and confirmation
Inspection Location Type	"Customs Area" = If the Inspection is to be conducted within Dubai Customs Premises
	"Outside Customs Area" = If the inspection is to be conducted outside the Dubai Customs Premises
Outside Location	Mandatory if the Inspection Location type= "Outside Customs Area".
	Pick applet to choose the following values
	Location
	Weight
	Number of trucks
Address	Mandatory if the Inspection Location type= "Outside Customs Area".
Мар	URL or the detail of location
Declarant Reference Number	Unique job number of the declaration
Declaration Number	Read only. Unique Number of the declaration associated to the Booking request
Owner Name	Read only. Name of the owner of the declaration associated to the Booking request
Declaration Status	Read only. Status of the declaration associated to the Booking request



Declaration Type	Read only. Unique Type of the declaration associated to the Booking request
CDM Remarks	Read only. Remarks provided by the CDM (customs Declaration Management)
Representative Name	Mandatory. Name of representative who shall be present at the time of Inspection
Contact Number	Mandatory .Contact Number of the Owner or the representative
Contact Email	Mandatory. Contact Email address of the Owner or the representative
Mobile Number	Mandatory. Contact Number of the Owner or the representative
Seal required	Check box. Flag "Y" or "N" To be updated only if Seals are required
Number of Seals	Editable if the 'Seal required' flag is "Y" For Declaration with container details, this field would default to Number of Containers OR ELSE default o "1"
Status	Read Only. Status of the Booking request would be "Draft"
Sub Status	Read Only. Sub status of the Booking request

11. Enter the Booking Form details

Cuputal Cartra Knowledge Centre	Media Centre Toolbox About					
Service Centre Knowledge Centre	Media Centre Toolbox About					
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Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	ooking Request Details					¢
Cocout	Booking Request Details			Contact Details		_
	Booking Reference Number: 2020-BR-13983	Inspection Location Type*:	Customs Area 💙	Contact Email*:	himanshu.joshi@dubaicu	
iew By Service 🔻	Initiation Date: 5/11/2020	Outside Location:	0	Representative Name*:	himanshu	
DT Subscription	Description of Manager			Contact Number*		
Bill Clearance	Request Type: Normal	Address:		(Country-Area-Number):	971-5-65655124	
CRI Reports	Inspection Centre*: Dry Port	Map:		(CountryCodeMobileNumber):	971565655124	
Delivery Order	Inspection Section*: Dry Port	~				
Download						
Enquiry	Status: Draft	*		Additional Infor	mation	
Inspection Request	Sub-Status:	~		Seal Required:		
Initiate Inspection						
Initiate Service Request				Quantity Of Seals:		
Initiate FollowUp Inspection Initiate Inspection - Cleared	Preferred Date And Time	_		Truck/Container Number:		
Track Inspection	Preferred Date 1*: 5/11/2020 f	Preferred Slot 1*:	Morning (07:00:00-2 💙	Declarant Reference Number:		
Truck Release Requests	Preferred Date 2:	Preferred Slot 2	v			
Logi Gate						

- 12. Enter the Preferred Dates- Date1, Date 2and Date 3
 13. Enter the Preferred Slots Slot 1, Slot 2, and Slot 3, Additional Preferred Slot



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AE-1223150-Dubai Customs M2-	Booking Request Det	ails			Contact Details	
Message Centre (25)	Booking Reference Number:	2020-BR-13983	Inspection Location Type*: Ci	ustoms Area 💙	Contact Email*:	himanshu.joshi@dubaicu
and a second	Initiation Date:	5/11/2020	Outside Location:	0	Representative Name*:	himanshu
	Request Type*:	Normal	Address		Contact Number*	971-5-65655124
/iew By Service 🔻					(Country-Area-Number): Mobile Numbert	
³ DT Subscription	Inspection Centre*:	Dry Port 💙	Map:	7	(CountryCodeMobileNumber):	971565655124
Bill Clearance	Inspection Section*:	Dry Port 💙				
Cargo Booking	01-1	D ()			Additional Infor	mation
CPR Reports	Status:	Urant				
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Enquiry					Ouantity Of Seals:	
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Initiate Inspection	Preferred Date And 1	ime			Truck/Container Number:	34634
Initiate Service Request	Preferred Date 1*:	5/11/2020	Preferred Slot 1 : Mai	rning (07:00:00-2 💙	a damat Dafara a Northan	Do 45 od
Initiate FollowUp Inspection					reclaranc Kererence Kumber:	524352
Initiate Inspection - Cleared Destartion	Preferred Date 2:	5/11/2020	Preferred Slot 2: Mor	rning (07:00:00-2 💙		
Track Inspection	Preferred Date 3:	5/11/2020	Preferred Slot 3: Mor	rning (07:00:00-2 💙		

14. Upload attachment for each declaration under "Declaration" tab and click on "Save".

3 Bill Clearance		
E Cargo Booking	Declarations Notes Sealing Fees Groups	
E CPA Reports		
Delivery Order		
Bownload		Q 👌 📅 1 - 2 of 2
Enquiry		
Inspection Request	Declaration Number Payment Status Stamping Required	
Initiate Inspection	2010005343020	
Initiate Service Request		
Initiate FollowUp Inspection	2010003342920	
Initiate Inspection - Cleared		
Track Inspection		
Truck Release Requests	Attachments Payment History Document	
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e Renewal		
Reports	Name DocumentTitie Size (In Bytes) Type	
E Request	GCC Country Packing List 155,993 pt	
Transportation		·
E Upload		
User Management		
• Value Added Services		
Shortcut To Services 🔻		

15. Click in "Next". Application shall navigate the user to "Inspection Fees" .Respective Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab if applicable.



Welcome himanshu AE-122150-Dubai Customs M2- bimanshutest	Booking Request Deta	ils					۵ ^
Message Centre (25)	Back Next						
locut.	Booking Request Det	ails			Contact Details		
	Reaking Reference Number	2020-8P-12992	Increation Location Turos	Customs Area	Contact Emple	himanchu iachi@dubaia	
′iew By Service ▼	booking Kererence humber.	2020-01-23903	Inspection Location Type.	Customs Area	Contact Enhant	Inmanshu,joshi@ddbarcc	
DT Subscription	Initiation Date:	5/11/2020	Outside Location:	0	Representative Name*	himanshu	
Bill Clearance	Request Type*:	Normal 💙	Address	-	Contact Number*	971-5-65655124	
Cargo Booking	To an all an annual sectors and	During and			Mobile Number*	OTHECECEENCH	
CPA Reports	Inspection Centre*:	Dry Port	Map:		(CountryCodeMobileNumber)	971363633124	
Delivery Order	Inspection Section*:	Dry Port 💙					
Download	Charles -				Additional Info	mation	
Enquiry	Status:	Draft.					
Inspection Request	Sub-Status:	~			Seal Required		
Initiate Inspection					Ourantity Of Seals		
Initiate service Request					Qualitity of seals.	2	
Initiate Followup Inspection	Preferred Date And T	îme			Truck/Container Number	34634	
Declaration							
Track Inspection	Preferred Date 1*:	5/11/2020	Preferred Slot 1*:	Morning (07:00:00-2	Declarant Reference Number	324532	
Truck Release Requests	Preferred Date 2:	1	Preferred Slot 2:	~			
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MECRC	Preferred Date 0.		Preferred bloc b.				
Mirsal II			Additional Preferred Slot*:	Morning (07:00:00-2 💙			
Renewal	Declarations Notes Sealin	Groups					
Reports		groos areas					
Transportation							
Upload				_		Q 1-1	L of 1
User Management							
	Payment Id	Payment Mode Credit Acco	unt Total Amount Status	Exception Remarks			

16. <u>Click on "Confirm Payment"</u>. The Status of the payment gets updated to "Authorized"

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Welcome himanshu AE-1229150-Dubal Customs M2- himanshutest Message Centre (25)	Booking Request Detai	5				A A
Logout	BOOKING Request Details				Contact Details	
	Booking Reference Number:	2020-BR-13983	Inspection Location Type:	Customs Area 💙	Contact Email:	himanshu.joshi@dub
DT Subscription	Initiation Date:	5/11/2020	Outside Location:	×	Representative Name:	himanshu
Bill Clearance	Request Type:	Normal	Address:		Contact Number (Country-Area-Number):	971-5-65655124
Cargo Booking	Inspection Centre:	Dry Port 🗸	Map:		Mobile Number (CountryCodeMobileNumber):	971565655124
CPA Reports Delivery Order	Inspection Section:	Dry Port 🗸			Additional Information	
Download	Status:	Draft 🗸			Seal Required:	8
Inspection Request	Sub-Status:	~			Quantity Of Seals:	2
Initiate Inspection		LL			Total (Contribution Number	-
Initiate Service Request	Preferred Date And Time				Truck/ Container Humber:	34634
Initiate FollowUp Inspection	Preferred Date 1:	5/11/2020	Preferred Slot 1:	Morning (07:00:0 💙	Declarant Reference Number:	324532
Declaration	Preferred Date 2:	0	Preferred Slot 2:	~		
Track Inspection	Disformed Cata 2	65	Droformad Class 2	~		
Truck Release Requests	Preferred Date 3:	12	Preferred Slot 3:			
Logi Gate			Additional Preferred Slot:	Morning (07:00:0 💙		



For Cleared declaration inspection charges is 100 AED.



- 17. Similarly Confirm the payment for all declarations
- 18. Click on Submit. Application changes the status to "Submitted" and assigns the request to planner.

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Lopout	Booking Request Details				Contact Details	
firm By Service	Booking Reference Number:	2020-BR-13984	Inspection Location Type:	Customs Area 💙	Contact Email:	himanshu.joshi@dub
DT Subscription	Initiation Date:	5/11/2020	Outside Location:	~	Representative Name:	satya
Bill Clearance	Request Type:	Normal	Address:	=	Contact Number (Country-Area-Number):	971-5-65655124
Cargo Booking CP8 Reports	Inspection Centre:	Dry Port 💙	Map:		Mobile Number (CountryCodeMobileNumber):	971565655124
Delivery Order	Inspection Section:	Dry Port 💙			Additional Information	
Download	Status:	Draft 🗸			Seel Beautreal.	0
Enquiry					sear Required.	
Inspection Request	Sub-Status:	×			Quantity Of Seals:	
Initiate Inspection	Preferred Date And Time				Truck/Container Number:	
Initiate Service Request		La constante da			Dedarant Reference Number	
Initiate Inspection - Cleared	Preferred Date 1:	5/11/2020	Preferred Slot 1:	Morning (07:00:0 ¥	Declaranc Reference NUMBER:	
Declaration	Preferred Date 2:	Ű	Preferred Slot 2:	~		
Track Inspection	Preferred Date 3:	1	Preferred Slot 3:	×		
Truck Release Requests			Additional Preferred Slot:	Morning (07:00:0 ¥		

19. Confirmation page displays the details.



Welcome himanshu AE-1223150-Dubai Customs M2-	Booking Request Details	A A
himanshutest Message Centre (25)	Track Inspection Request	
Lopout	Thank you for submitting your Inspection Request for	
	Declaration Number(s): 2010005343420,201000	
′iew By Service ▼	Booking Reference Number: 2020-BR-13984	
Bill Clearance	Owner Name: Advanced Trading TEST	
Cargo Booking	Dedarant Reference Number:	
Delivery Order	Total Fees: 240	
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Enquiry Inspection Request Initiate Inspection Initiate Service Request		
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection Truck Release Requests	How was your experience?	

Working with the system

- For Declaration with status "Cleared"
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 2. Navigate to "Initiate Request" screen and then to "Cleared Declaration" view
- 3. Click on "New" and enter the declaration Number in the "Declaration Number" field
- 4. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", "Cargo Channel" fields
- 5. Click on Associate Multiple Declaration flag as 'Y'.
- 6. Repeat the steps from 3 till 5 and then Click on "Initiate Inspection". Navigates the user to the Inspection booking Form details
- 7. Click in "Validate Payment". Application shall navigate the user to "Inspection Fees" .Respective
- 8. Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab
- 9. Click on "Confirm Payment". The Status of the payment gets updated to "Authorized"
- 10. Similarly Confirm the payment for all declarations
- 11. Click on Submit. Application changes the status to "Submitted" and assigns the request to planner

Tip: Sealing fees if requested for multiple declarations would be generated separately for a booking request and shall be visible under the Sealing tab





For booking request with Multiple Declaration, User would upload document for each declaration and not for a booking request

- Navigate to "Declaration" Tab and then to "Attachment" screen. Select the Declaration Number and click on "New"
 Click on glyph and browse the document and click on "Add"

Select the required value the "Document Title" and then click on "Sav



5.1.4 Create Inspection request for Outside Inspection-

- Client will create Outside Inspection request for the declaration.
- Client enters necessary information to the Inspection request
- Client uploads document (if any) and notes if required and saves the request for further processing
- Client then submit post indicating the mode of payment

Working with the system

If the Location type= "Outside Customs Area" then user has to fill the following details

- a) Location
- b) Weight
- c) Number of trucks

These indicate the Outside Inspection charges.

1. Initiate a new Inspection request (CDM or Cleared)

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Welcome himanshu AE-122316-Obbal Customs M2- himanshutest Message Centre (25)	Cleared Declaration De Initiate Inspection Validate	tails Terms and Conditions				+ Q &	
Logout	Declaration Number	Cargo Channel	RegimeType	Associate Multiple?			
√iew By Service ▼	2010005316320	Land	Export				
DT Subscription	1010010257419						
Bill Clearance	1050001450317	Passenger	Import				
CPA Reports	1010009358017	Passenger	Import				
Delivery Order	2030001436617	AIr	Export				
Download	2020001426517	Alt	Export				
Inspection Request	2020001426417	61F	Caport				
Initiate Inspection	2030001430417	AII	export				
Initiate Service Request	1230000010917	Passenger	Import				
Initiate Inspection - Cleared	1230000010717	Passenger	Import				
Declaration Track Inspection Truck Release Requests	Record Saved			I A V I			Ψ.
🗄 Logi Gate							
MECRC							
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2. Enter Booking form details



Service Centre Knowledge Ce	ntre Media Centre Toolb	iox About				you	rnewhat
Welcome himanshu AE-122150-Dubai Customs M2- himanshutest	Booking Request Detail	5					٥
Message Centre (25)	Packing Poguest Dr	ataile			Contact Dotails		
locat.	Booking Request De	ecalis	_		contact Details		
	Booking Reference Number:	2020-BR-13987	Inspection Location Type*:	itside Customs Are 💙	Contact Email*:		
View By Service 🔻	Declaration Number:	2010005316320	Outside Location:	3	Representative Name*:		
DT Subscription	Initiation Date:	5/12/2020	Address:	E,	Contact Number*		
Bill Clearance					(Country-Area-Number):		=
* Cargo Booking	Declarant Reference Number:	satya	Map:	7/	(CountryCodeMobileNumber):		
* CPA Reports	Owner Name:	Advanced Trading TEST	Follow Up Inspectio	n	Additional Services		
Delivery order	Inspection Centre:	Dry Port	Follow Up Required:		Stamping Required:		
- Download							
Inspection Request	Inspection Section*:	•	Inspection Centre:	×	Seal Required:		_
Initiate Inspection	Request Type*:	Normal 💙	Inspection Section:	~	Quantity Of Seals:		
Initiate Service Request					Status Details		
Initiate FollowUp Inspection					Status: Dr	aft	-
Initiate Inspection - Cleared Declaration					Sub-Status:		-
Track Inspection	Courds Dataile Attachmente	Nates Doument Listen	Desument Geure				
Truck Release Requests	GUUS Details Attachments	rives rayment ristory	occurrent oroups				
E Logi Gate							
# MECRC						Q & 1-	1 of 1
# Mirsal II							
* Renewal	Select All Deselect Group	Dates					
* Reports	Select Container Number	Marks and Numbers Preferrer	Date 1 Preferred Slot 1	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2	Preferred (
T Request	Condition and Administration	marine and realing of a prior of the		Parameter Presented Stor	Francis Serez	Francisco oloriz	r raran da t
Transportation	N	N/A					
T Upload	4						+

3. Select the Inspection Location Type as "Outside Customs Area"

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Booking Request Detai	ils					ه ،
Message Centre (25)	Booking Request D	etails			Contact Details		
Logout	Booking Reference Number:	2020-BR-13987	Inspection Location Type	utside Customs Are 💙	Contact Email*:	himanshu.joshi@dubaic.	
/iew By Service 🔻	Declaration Number:	2010005316320	Outside Location:		Representative Name*:	satya	
DT Subscription	Initiation Date:	5/12/2020	Address:	8	Contact Number*	971-5-65655124	
Bill Clearance					(Country-Area-Number): Mobile Number*		
Cargo Booking	Declarant Reference Number:	satya	map:	7/	(CountryCodeMobileNumber):	9/1565655124	
Delivery Order	Owner Name:	Advanced Trading TEST	Follow Up Inspect	on	Additional Servi	ces	
Bownload	Inspection Centre:	Dry Port 💙	Follov Up Required: 🗌		Stamping Required:		
Enquiry	Inspection Section*:	Dry Port	Inspection Centre:	~	Seal Required:		
Inspection Request	December Trees	Numer			oursette of cards		
Initiate Inspection	Request type*:	normai	Inspection Section:		Quantity Or Seals:		
Initiate Service Request					Status Details		
Initiate FollowUp Inspection					Status:	Draft 💙	
Declaration					Sub-Status:	~	
Track Inspection	Goods Details Attachments	Notes Payment History	Document Groups				
Iruck Release Requests							
NECRO							
Wirsal II						Q & 1-1-	of 1
Renewal	Salart All Decelert Group	Datec					
Reports							
Request	Select Container Number	Marks and Numbers Preferre	d Date 1 A Preferred Slot 1	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2 Pr	efen
Transportation	N	N/A					
Upload	4						

4. Click on glyph 🖾 in the "Outside Location Field" . Application shall open and new form to the user



Welcome himanshu Ustoms M2- himanshutest	Booking Reque	est Details				ځ	
message centre (25)	Booking	Request Details			Contact Details		
Logout	Booking Reference	e Number: 2020-BR-13987	Inspection Location Type*:	Outside Customs Are 💙	Contact Email*:	himanshu.joshi@dubaic.	
ew By Service 🔻	Declaratio	n Number: 2010005316320	Outside Location:		Representative Name*:	satya	
DT Subscription				E)	Contact Number*	971-5-65655124	
Bill Clearance	Outside Loca	ation	Х		(Country-Area-Number):		
Cargo Booking					(CountryCodeMobileNumber):	971565655124	
CPA Reports			Q 1 - 20 of 40	ion	Additional Servic	es	
Delivery Order					Stamping Required:		
Download	Location	Weight	Number of Trucks		oraniping nedarios.		
Enquiry	Bulk at			×	Seal Required:		
Initiate Inspection	Dubai	20 10116	1	~	Quantity Of Seals:		
Initiate Service Request	Hatta	20 Tons	1		Status Details		
Initiate FollowUp Inspection	Hatta	Exceeding 20 Tons	1		Status:	Draft 💌	
Initiate Inspection - Cleared	Chartah	20 70.00			Sub-Status	×	
Track Inspection		20 10113			000 00000		
Truck Release Requests	Sharjah	Exceeding 20 Tons	1				
ogi Gate	KhorFakan	2.0 Tons	1				
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ipioad Icor Management	Ajman	Exceeding 20 Tons	1				F
/alue Added Services	Ajman	Regardless Weight	2	*			
ontout To Sendes	Alman	Rep artiless Weight	3				

5. Select the desired combination of "Location", "Weight" and "No of Trucks" from the pop up. Click on 'OK' to select a value. Click Save to save the record.

Welcome 🔣	Declaration Number: 2010005316320 Or				
himanshu #E 1222150 Dubai Custome #2	Initiation Date: 5/12/2020	Dubal	20 Tons	1	
himanshutest	Darlauset Defenses Number Justic	Hatta	20 Tons	1	
Message Centre (25)	Declarant Reference Number: satya				
locat .	Owner Name: Advanced Trading TEST	-, Hatta	Exceeding 20 Tons	1	
	Inspection Centre: Dry Port 🗸 Follo	v Sharjah	20 Tons	1	
iew By Service 🔻	Inspection Section * Dry Port	Sharjah	Exceeding 20 Tons	1	
DT Subscription		tiles of allows			
Bill Clearance	Request Type*: Normal Ins;), KIIOIPakali	20 10115	1	
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Initiate Inspection		Ajman	Exceeding 20 Tons	1	
Initiate Service Request		Aiman	Ben artless Weinht	2	1 - 1 of 1
Initiate FollowUp Inspection		- quant			
Initiate Inspection - Cleared Declaration	Select All Deselect Group Dates	Ajman	Regardless Weight	3	
Track Inspection	Select Container Number Marks and Numbers Preferred Date 1-	UmmAlQwain	20 Tons	1	2 Prefen
Truck Release Requests		UmmAl0wain	Exceeding 20 Tons	1	
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hortout To Services				OK Cancel	

- 6. Enter the value in "Address" field and click on Save7. Enter the value in "Map" field and click on Save



Welcome himanshu	Booking Request Detai	ls					۰ °
himanshutest Message Centre (25)	Back Next						
	Booking Request D	etails			Contact Details		
Logout	Booking Reference Number:	2020-BR-13987	Inspection Location Type*: O	utside Customs Are 💙	Contact Email*:	himanshu.joshi@dubaic.	
View By Service 🔻	Declaration Number:	2010005316320	Outside Location: Aj	man 🗐	Representative Name*:	satya	
BIII Clearance	Initiation Date:	5/12/2020	Address: D	Jbai free zone city 📕	Contact Number* (Country-Area-Number):	971-5-65655124	
Cargo Booking	Declarant Reference Number:	satya	Map: HT	TTP://www.googlema	Mobile Number* (CountryCodeMobileNumber):	971565655124	
CPA Reports	Owner Name:	Advanced Trading TEST	Follow Up Inspectio	on and a second s	Additional Servi	ces	
Belivery Order							
Download	Inspection Centre:	Dry Port	Follow Up Required:		Stamping Required:		
⁶ Enquiry	Inspection Section*:	Dry Port 💙	Inspection Centre:	~	Seal Required:		
Inspection Request	Request Type*:	Normal	Inspection Section:	~	Quantity Of Seals:		
Initiate Inspection					Status Details		
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^e Transportation	N	N/A					
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³ User Management							-

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8. Add Preferred Date and Preferred slot, attachments and Notes if any.

Welcome					
himanshu	Bask Nave				
AE-1223150-Dubai Customs M2- himanshutest					
Message Centre (25)	Booking Request Details			Contact Details	
	Booking Reference Number: 2021	0-BR-13987 Inspection Locat	ion Type*: Outside Customs Are 💙	Contact Email*:	himanshu.joshi@dubaic.
Logout	Declaration Number: 2011	0005316320 Outsid	e Location: Ajman 🕲	Representative Name*: s	atya
ew By Service 🔻	Initiation Date: 5/12	2/2020	Address: Dubai free zone city	Contact Number	971-5-65655124
DT Subscription			HTTP://www.googlema	Mobile Numbers	
Bill Clearance	Declarant Kererence Number:	/a	map: h	(CountryCodeMobileNumber):	//100000124
Cargo Booking	Owner Name: Adva	anced Trading TEST Follo	w Up Inspection	Additional Service	15
CPA Reports	Inspection Centre: Dry	Port V Follow Up	Required: 🗐	Stamping Required:	
Delivery Order					
Download	Inspection Section*: Dry	Port Inspect	on Centre:	Seal Required:	,
Enquiry	Request Type : Norn	mal 💙 Inspecti	on Section: 🗸	Quantity Of Seals:	
Inspection Request				Status Details	
Initiate Inspection				Status	Draft 🗸
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Request	V	5(12/2020 Morping	07-00-00-22-00-00) Morming (07-00-00-22-0	200	
Transportation	N/A	or ray 2020 Monning	or search 23.00.00) Monning (07.00.00-23.0	5.00)	
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9. Click on "Next". Application would navigate the user to "Inspection Fees" screen. Respective Charge Type, Amount and the Total Amount shall be populated



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vveicome 💽	Ini	itiation Date: [5/1	2/2020	2	Address: Dobai mee zone	Contact Number (Country-Area-Numb	er): 971-5-65655124	
AE-1223150-Dubai Customs M2-	Declarant Refere	nce Number: sat	ya		Map: HTTP://www.goog	Mobile Numb	er er): 971565655124	
himanshutest Message Centre (25)	c	Owner Name: Ad	anced Tradir	ng TE	Follow Up Inspection	Additional Service		
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Inspection Request								
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10. Select the mode of Payment and click on Save. Application shall enable the submit button

himanshu		5/12/2020 (A)	Address.		Mobile Number (Country Area Number).	771 5 65655124	^
-1223150-Dubai Customs M2-	Declarant Reference Number:	satya	Map:	·	(CountryCodeMobileNumber):	971565655124	
Message Centre (25)	Ovner Name:	Advanced Trading TE	Follow Up Inspection		Additional Services		
	Inspection Centre:	Dry Port 💙	Follow Up Required: 🗐		Stamping Required:		
Logout	Inspection Section:	Dry Port 💙	Inspection Centre:	~	Seal Required:		
By Service 1	Request Type:	Normal	Inspection Section:	~	Quantity Of Seals:		
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er Management	Outside Inspection Charges	600					-
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11. Application shall navigate the user to the confirmation page. The Inspection request will be assigned to the Dubai Customs for approval and confirmation of Payment.



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1223150-Dubai Customs M2- himanshutest								
dessage Centre (25)	Back Submit							
Lopout	Booki	ng Request Details				c	ontact Details	
By Service	Booking Refere	ence Number: 2020	-BR-13987	Inspection Location Type	Outside Customs 💙		Contact Email	: himanshu.joshi@dub
Subscription	Declara	tion Number: 2010	005316320	Outside Location	Ajman 🚳	R	epresentative Name	: satya
Clearance	In	itiation Date: 5/12	/2020	Address	Dubai free zone 号	Contact Number (Co	untry-Area-Number)	971-5-65655124
go Booking	Declarant Refere	ence Number: saty:	3	Мар	HTTP://www.googl 号	(Caustan)	Mobile Number	971565655124
ivery Order		Owner Name: Adva	nced Trading TE	Follow Up Inspe	ection	(Country)	Additional Services	
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5.1.5 View/Track confirmed Booking Request

- To track the progress of Inspection request.
- To view the request at any point of time..

Working with the system

1. Navigate to "Track Request" link

iearch	Q Switch to Modern Horr	ne Contact
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2. Click on "Query" - Enter the applicable parameters for the query

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Logout	Booking Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection
√iew By Service ▼	2017-BR-9159	Normal	CustomsArea	Submitted		9/24/2017	2030001445217	971565655124	
DT Subscription	2017-BR-9178	Normal	Customs Area	Submitted		9/25/2017	1080000473317	971565655124	
Bill Clearance Cargo Booking	2017-BR9291	Normal	CustomsArea	Submitted		9/26/2017	2030001448317	971565655124	
CPA Reports	2017-BR-9589	Normal	CustomsArea	Submitted	Client Resp	10/12/2017	2010004054617	971565655124	
Delivery Order	2017-BR-9608	Normal	Customs Area	Submitted		10/22/2017	2010004055417	971501784353	
Enquiry	2018-BR-9856	Normal	CustomsArea	Submitted		1/7/2018	4010000722317	971565655124	
Inspection Request	2018-BR-9862	Normal	Customs Area	Submitted		1/7/2018	2030001325616	971565655124	
Initiate Inspection	2018-BR-9863	Normal	CustomsArea	Submitted		1/7/2018	2030001444417	971565655124	
Initiate FollowUp Inspection	2018-BR-9893	Normal	Customs Area	Cancelled	Client	1/11/2018	3030001178418	971568258	
Initiate Inspection - Cleared Declaration	2018-BR-9920	Normal	CustomsArea	Submitted		1/28/2018	2030001474418	971523256523	
Truck Release Requests						XA	v x		*
Mirsal II									



3. Application displays the booking request that was queried.

Logi Gate
 MECRC
 Mirsal II

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م الدجارية DUBAI TRADE			·~~, 📮	Smart	Workspace
Service Centre Knowledge G	entre Media Centre	Toolbox About			yournewhabi
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Track Inspection Re Re-Schedule Request	equest Cancel Request Update Info Vi	ew Confirmation Details Make Payment	Ferms and Conditions	Q 1-1 of 1
Dopout	Booking Reference Number	Request Type Location Type Status	Sub Status Initiation Date 🛧 🕶 Declaration Number	Mobile Number	Follow Up Inspection
View By Service 🔹	2020-BR-13982	Normal Customs Area Submitted	5/11/2020 2010005342520	971565655124	
Congo Booking Congo Booking Chago Booking Chago Booking Chago Booking Chago Sala C					



4. Click on view confirmation details to generate a report / receipt of booking request confirmation.

Service Centre Knowledge Ce	entre Media Centre	Toolbox About				yournewhabit
Welcome himanshu AE-1223150-Dubis Customs M2- himanshukest Message Centre (25)	Track Inspection	Request Cancel Request Updat	e Info View Confirmation Details	Make Payment Terms and	id Conditions	Q 1-1 of 1
Logout	Booking Reference Number	Request Type Location Typ	e Status Sub Status Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection
View By Service 🔻	2020-BR 13305	Normal Customs Are	a Scheduled Confirmed 4/20/2020	2030002645020	971565655124	
DT Subscription			X	A 7 X		*
f Bill Clearance						
Cargo Booking						
CPA Reports						
Delivery Urder						
Download						
Increation Request						
Initiate Inspection						
Initiate Service Request						
Initiate FollowUp Inspection						
Initiate Inspection - Cleared Declaration						
Track Inspection						
Truck Release Requests						
LogiGate						
MECRC						
Mirsal II						
Kenewal						
Reports						
Transportation						
lloload						
² User Management						
over management						

5. Application displays the receipt in printable format.

Welcome 🔤							*
himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection	Request				Q 1-	L of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Update Inf	0 View Confirmation Details	Make Payment Terms ar	d Conditions		
Lopout	Booking Reference Number	RequestType LocationType :	Status Sub Status Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection	
ïew By Service 🔻	2020-BR-13305	Normal Customs Area S	Scheduled Confirmed 4/20/2020	2030002645020	971565655124		
DT Subscription	🚱 Orac	:le BI Publisher - Google Chrome					-
Cargo Booking	() N	ot secure Limitan01 dubaiwor	Id ap:7778/vmlnserver/insner	tion/ dient/Booking+Co	nfirmation+_+Inspection	+Booking	
CPA Reports		st secare intepottadoution	ulden // oyampserveryinspee	uon)_enent)booking+eo	Infinite Contraction		
Delivery Order							
Download							
Enquiry		1					
Inspection Request							
Initiate Inspection	<	Sand			🛦 جمـاركدبـى		
Initiate Service Request	60	AVERNMENT OF DE			DUBAI CUSTOMS		
Initiate FollowUp Inspection		Processing To	cancel, click <u>here</u>				
Initiate Inspection - Cleared Declaration							
Track Inspection			Booking Confirm	mation			
						~~	
Truck Release Requests		ar Code (Booking Request) :					
Truck Release Requests	Ba						
Truck Release Requests Logi Gate NECRC	Ba Bo	spection Centre	2020-BR-13305 Jebel All and Tecom			-	
Truck Release Requests Logi Gate HECRC Mirsal II	Ba Bo Ins Ins	spection Centre : spection Section :	2020-BR-13305 Jebel Ali and Tecom DC and DM Inspection-Gate11				
Truck Release Requests Logi Gate MECRC Mirsal II Reneval	Ba Bc Ins	ooking Reference Number : spection Centre : spection Section :	2020-BR-13305 Jebel Ali and Tecom DC and DM Inspection–Gate11				
Truck Release Requests Logi Gate MECRC Mirzal II Reneval Reports	Ba Bc Ins	ooking Reference Number : spection Centre : spection Section : Declaration I	2020-BR-13305 Jebel All and Tecom DC and DM Inspection–Gate11 Number	Documer	its to be carried		
Truck Release Requests Logi Gate MECRC Mirsal II Reneval Reports Request Transmittion	Ba Bc Ins	ooking Reference Number : spection Centre : spection Section : Declaration 1 203000264	2020-BR-13305 Jebel Ali and Tecom DC and DM Inspection–Gate11 Number 15020	Documer Org Struc	Its to be carried ture/Profile Copy		
Truck Relesse Requests Log Gate HECRC Hirsal II Reneval Reports Request Transportation		ooking Reference Number : : spection Centre : spection Section : Declaration 203000264 2ontainer Number / Marks & Numbers	2020-BR-13305 Jebel AI and Tecom DC and DM Inspection-Gate11 Number 5020 Bar Code (Containers)	Documer Org Struc Confirm	its to be carried ture/Profile Copy ed Date Time		



5.1.6 Make payment for Outside Inspection -

- To make payment for Outside Inspection after approval of Outside Inspection request by Dubai Customs.
- This process is applicable only for Payment Mode = e-pay.

Working with the system

1. Navigate to "Track Request" link

rch	Q				Switch to Modern Home Con	htact (
وربعی الدخاریے Dubai Trade					Smart Workspace	
ervice Centre Knowled	ge Centre Media Centre	Toolbox About			yournewhal	bit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Initiate/Track Truck Cancel Request Print Re	Release Requests			+ Q 1-10 of 12+	^
Lopout	Truck Release Request Number	Declaration Number	Status	Initiation Date		
ew By Service	2020-TR-911	1010012036220	Submitted	5/4/2020		
DT Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020		
Bill Clearance Cargo Booking	2020-TR-909	1010012033220	Submitted	5/4/2020		
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020		
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020		
Download Foquicy	2020-TB-903	1010012028920	Submitted	5(3(2020		
Inspection Request	2020-TB-002	1010012028820	Submitted	5/3/2020		
Initiate Inspection	2020 TD 002	1010012020320	Submitted	50000		
 Initiate service Request Initiate FollowUp Inspection 	2020 10 003	1010012020220	Submitted	5/5/2020		
Initiate Inspection - Cleared	2020-11:882	1010012029020	submitted	5/3/2020		
Track Inspection	2020-TR-881	1010012029920	Submitted	5/3/2020		
Truck Release Requests			T	A ± # ▼ ¥		*
Logi Uate						

2. Query for the booking request that is applicable for the payment. Application would display the Inspection request in Status- "Scheduled", Sub Status - "Payment Not received".

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Service Centre Knowledge (Centre Media Centre	Toolbox About			yournewhabi
Welcome timanshu AE-1223160-Duba Customs M2- himanshutest Message Centre (25)	Track Inspection F Booking Reference Number	Request	Sub Status Initiation Date Declaration Ni	umber Mobile Number	Follow Up Inspection
Uiew By Service	2020-BR-13987				
DT Subscription Bill Clearance					
Delivery Order					
^e Enquiry Inspection Request					
Initiate Inspection Initiate Service Request					
Initiate ForowUp Inspection Initiate Inspection - Cleared Declaration			X A V X		Ţ
Truck Release Requests					
MECRC					

3. "Make Payment" button will be enabled.



ervice Centre Knowledge Ce	ntre Media Centre	Toolbox	About						yournewha
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection Re	equest							Q 1-1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Requ	est Update Info	View C	onfirmation Details	Make Payment	erms and Conditions		
Logout	Booking Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	MobileNumber	Follow Up Ins
w By Service 🔻	2020-BR-13996	Normal	Outside Customs	Scheduled	Payment Not Received	5/12/2020	2010005316320	971565655124	
DT Subscription	4								
Bill Clearance									
Cargo Booking						, -			
CP8 Reports									
Delivery Order									
Roypload									
Enquiry									
Inspection Request									
Initiate Inspection									
Initiate Service Request									
Initiate FollowUp Inspection									
Initiate Inspection - Cleared Declaration									
Track Inspection									
Truck Release Requests									

4. Click on "Make Payment" button

Service Centre Knowledge C	entre Media Centre	Toolbox About				yournewhal
Welcome himanshu AE-1223150-Dubai Customs M2- bimanshufest	Track Inspection Re	equest		_		Q 1-1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Update	Info View Confirmation Details	Make Payment Terms and Conditions		
Logout	Booking Reference Number	Request Type Location Type	Status Sub Status	Initiation Date Declaration Number	MobileNumber	Follow Up Insp
iew By Service 🔻	2020-BR-13996	Normal Outside Custom	s Scheduled Payment Not Received	5/12/2020 2010005316320	971565655124	
DT Subscription	4					
Bill Clearance						
Cargo Booking				, <u>-</u>		
CP8 Reports						
Delivery Order						
Download						
Enquiry						
Inspection Request						
Initiate Inspection						
Initiate Service Request						
Initiate FollowUp Inspection						
Initiate Inspection - Cleared						
Declaration						
Declaration Track Inspection						
Declaration Track Inspection Truck Release Requests						

5. Make the payment. Application updates the status to "Authorized" and enables the "Submit" button.

To be one of the leading Customs administrations in the world, supporting legitimate trade

	Book	ing Request Deta	ils					Contact Details		
ai Customs M2- hutest	Booking Refer	ence Number: 20	20-BR-13996	Inspection Location Type:	Outside Custom	ns 💌		Contact Emai	: himanshu.jo	shi@dub
entre (25)	Declara	ation Number: 20	10005316320	Outside Location:	Dubai	3		Representative Name	: satya	
put	Ir	nitiation Date: 5/	12/2020 📓	Address:	fdsf	🗏 Co	ntact Number (Country-Area-Number)	971-5-6565	5124
•	Declarant Refer	ence Number: sa	tya	Map:	sdfds	=	(Count	Mobile Number trvCodeMobileNumber	9715656551	.24
n		Owner Name: Ad	vanced Trading TE	Follow Up Inspe	ction			Additional Services		
	Insp	ection Centre: Dr	y Port 🗸 🗸	Follow Up Required:				Stamping Required	. 🖸	
	Inspe	ection Section: Dr	y Port 🗸	Inspection Centre:		~		Seal Required	. 🛛	
	F	Request Type: No	rmal 🗸	Inspection Section:		~		Quantity Of Seals	:	
								Status Details		
Jest								Status	Initiate Res	thedu 💙
ation								Sub-Status	: Payment No	t Rec 💙
e Request										
stion - Cleared									5 0	1 - 1 of 1
ion		Varify Poymont								
Requests	Make Payment	verny rayment								
	Payment Mode	Credit Account	Total Amount Stat	us Exception Remarks						
	Credit Account	1112848	640 Auti	nortzed						
				-						
				-						
	Payment Det	ails								1 - 3 of 3
nt	ChargeType		Amount			Recei	ptNumber			
vices										
es 🔻	Inspection Charges		100							
ies 🔻	Inspection Charges Knowledge-Innovation	Dirham	100 40							
t on Subr	Inspection Charges Knowledge Innovation Outside Inspection Char The buttor	Dirham arges	100 40 500							
on Subr DUBAT	Inspection Charges Knowledge Innovation Outside Inspection Char Mit buttor	Diham arges D Knowledge	100 40 500	Media Centre	Toolbox		About			
c on Subr DUBAL Service I	Insection Charges knowledge Innovation outside Inspection Chi mit buttor TRADE Certtre Welcome	Ditham arges) Knowledge	100 40 500 • Centre	Media Centre	Toolbox		About			
c on Subr DUBAT	Insection Charges knowledge Innovation Outside Inspection Chi mit buttor TRADE Centre Welcome himanshu	Ditham arges) Knowledge	100 40 500 • Centre	Media Centre king Request E	Toolbox		About			
c on Subr DUBAT Service I AE-1223	Insection Charges knowledge Innovation Outside Inspection Chi mit buttor TRADE Centre Welcome himanshu 150-Dubai Cust	Ditham arges) Knowledge (100 40 500 Centre	Media Centre	Toolbox Details		About			
x on Subr DUBAT	Insection Charges knowledge Innovation Outside Inspection Chi- mit buttor TRADE Certtre Welcome himanshuu 150-Dubai Cust himanshutest	Diffiam arges Knowledge Coms M2-	100 40 500 Centre	Media Centre	Toolbox Details		About			
C on Subr DUBAT Service 1 AE-1223 Mes	Insection Charges knowledge Innovation Outside Inspection Chi TRADE Centre Welcome himanshu 150-Dubahu Loubahu bimanshutest sage Centre	Diffuen arges Knowledge (< toms M2- ; (25)	100 40 500 Centre Book Back	Media Centre king Request E	Toolbox Details		About			
x on Subr DUBAT Service (AE-1223 Mes	Insection Charges knowledge Innovation outside Inspection Char mit buttor TRADE Centre Welcome himanshut 150-Dubai Cust himanshutest sage Centre	I Diffiam arges I Knowledge (40 toms M2- 1 (25)	100 40 500 Centre Bool Back	Media Centre king Request E	Toolbox Details		About			
c on Subr DUBAT Service (AE-1223 Mes	Insection Charges knowledge innovation outside inspection Char mit buttor TRADE Centre Welcome himanshutest sage Centre Sage Centre	IDitham arges N Knowledge (4 toms M2- er (25)	100 40 500 Centre Book	Media Centre king Request E Submit Feoking Request D	Toolbox Details		About			
C on Subr DUBAT Service (AE-1223 Mes	Insection Charges knowledge Innovation Outside Inspection Char mit buttor TRADE Centre Welcome himanshutest sage Centre Dubai Cust himanshutest sage Centre	Ditham arges N Knowledge etoms M2- toms M2- toms (25)	100 40 500 Centre Book Back	Media Centre king Request D Submit Fooking Request D	Toolbox Details	20.80	About			
C on Subr DUBAT Service (AE-1223 Mes View By S	Insection Charges knowledge Innovation Outside Inspection Chi mit buttor TRADE Centre Welcome himanshutest sage Centre Dubai Cust himanshutest sage Centre Service	Ditham arges N Knowledge etoms M2- etoms M2- eto(25)	100 40 500 Centre Bool Back Bool	Media Centre king Request D Submit Fooking Request D king Reference Nurr	Toolbox Details Details	20-BR	About	Insp	ection L	ocation Ty
AE-1223 Mes	Insection Charges knowledge Innovation Outside Insection Chi- mit buttor TRADE Certtre Welcome himanshu 150-Dubai Cust himanshutest sage Centre Service	Ditham arges Knowledge coms M2- e (25)	100 40 500 Centre Bool Back Bool	Media Centre King Request E Submit Fooking Request D king Reference Num Initiation D	Toolbox Details Details Dete: 200 Date: 5/3	20-BR	About	Insp	ection La Outs	ocation Ty ide Locati
AE-1223 Mes	Insection Charges knowledge Innovation Outside Inspection Char TRADE Centre Welcome himanshu 150-Dubai Cust himanshutest sage Centre Deputie Service scoription	Ditham arges Knowledge toms M2- e (25)	100 40 500 Centre Bool Back Bool	Media Centre King Request E Submit Fooking Reference Num Initiation D	Toolbox Details Details Details Details	20-BR	About -13983 20	Insp	ection Lu Outs	ocation Ty ide Locati
AE-1223 Mes	Insection Charges Know Koge Innovation Outside Inspection Char TRADE Centre Welcome himanshuu 150-Dubai Cust sage Centre Lopout Service vscription arance	Diffam arges 1 Knowledge (25)	100 40 500 Centre Bool Back Bool	Media Centre king Request E Submit Fooking Reduest D king Reference Num Initiation D Request T	Toolbox Details Details Date: 5/1 Date: 5/1	20-BR 11/20	About -13983 20	Insp 2	ection Lu Outs	ocation Ty ide Locati Addre
AE-1223 Mes View By S DI Sub Bill Cle Cargo E	Insection Charges know kdge innovation outside inspection Char mit buttor TRADE Centre Welcome himanshutest sage Centre Service scription arance Sooking	I Diffiam arges I Knowledge (4 toms M2- e (25)	100 40 500 Centre Back Bool	Media Centre King Request D Submit Fooking Reference Num Initiation D Request T	Toolbox Details Details Date: 5/1 Date: 5/1	20-BR 11/20	About -13983 20	Insp 1	ection Li Outs	ocation Ty ide Locati Addre

- Imitation Date:
 5/11/2020
 Imitation Date:
 Final Imitation Date:
 <t
- Application changes the status of request to "Scheduled" and Sub Status to "Confirmed".

6.



us → Sub → Initiation → Declaration → Mobile Number
duled Confirmed 4/12/2013 2030000548313 9718934789

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ervice Centre Knowledge	Centre Media Centre	Toolbox About				yournewha	abit
Welcome 💽							-
AE-1223150-Dubai Customs M2-	Initiate/Track Truck	Release Requests				+ Q 1 - 10 of 12+	
Message Centre (25)	Cancel Request Print Re	equest					
Lopout	Truck Release Request Number	Declaration Number	Status	Initiation Date			
ew By Service 🔻	2020-TR-911	1010012036220	Submitted	5/4/2020			
DT Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020			
Bill Clearance Cargo Booking	2020-TR-909	1010012033220	Submitted	5/4/2020			
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020			
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020			
Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020			
Inspection Request	2020-TR-902	1010012028820	Submitted	5/3/2020			
Initiate Inspection	2020-TR-883	1010012030220	Submitted	5/3/2020			
	2020-TR-882	1010012029020	Submitted	5/3/2020			
Initiate FollowUp Inspection		1010012020020	Submitted	5/3/2020			
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration	2020-TR-881	1010012029920					

5.1.7 Reschedule an Inspection Request.

• To reschedule any planned Inspection requests.

Working with the system

1. Navigate to "Track Request" link



2. Query for the booking request that needs to be rescheduled. The Inspection request in Status- "Scheduled" and Sub Status - "Confirmed" is eligible for reschedule.

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Service Centre Knowledge C	entre Media Centre Toolbo	c About				your	newhabit
Welcome Nimanshu AE-122310-Duba Customs M2- Nimanshutet Message Centre (25)	Track Inspection Request	Type Location Type Status	Sub Status Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	⊗
View By Service							
Delivery Order Download Enquiry Inspection Request Initiate Inspection							
Initiate Service Mequest Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection			X	¥ ¥			÷
Truck Release Requests Logi Gate MECRC Mirsal II							

3. Application displays the queried booking request. Click on "Reschedule Request" button.



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ervice Centre Knowledge (Centre Media Centre	Toolbox About				4. J	yourne	ewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection R	equest					Q 1-1	t of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Upd	ate Info View Confin	mation Details	Make Payment	s and Conditions		
Logout	Booking Reference Number	Request Type Location T	pe Status Sub-Status	Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection	
aw By Service 🔻	2020-BR-13985	Normal Customs A	rea Initiate Re Suspende	d 5/11/2020	2010005342820	971565655124		
DT Subscription Bill Classace				ж 4	. . .			+
Cargo Booking								
CPA Reports								
Devroload								
Enquiry								
Inspection Request								
Initiate Inspection								
Initiate Service Request								
Initiate Inspection - Cleared								
Declaration								
Track Inspection								
Inuck Kelease Kequests								
Logical								

4. Application would navigate the user to booking Form details. "Change Dates" button under the group tab will be enabled.

himanshu						
himanshutest	Booking Request D	etails			Contact Details	
Message Centre (25)	Booking Reference Number:	2020-BR-13985	Inspection Location Type*:	Customs Area 💙	Contact Email*:	1@test.com
Lopout	Declaration Number:	2010005342820	Outside Location:	9	Representative Name*:	dsfs
- By Candan -	Initiation Date:	5/11/2020	Address:	-	Contact Number* (Country-Area-Number):	971-5-65655124
OT Subscription	Declarant Reference Number:	satya	Map:		Mobile Number* (CountryCodeMobileNumber):	971565655124
ill Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspec	ction	Additional Serv	ices
argo Booking	Inspection Centre:	Dry Port 🗸	Follow Up Required:		Stamping Required:	
PR Reports Ielivery Order	Inspection Section*	Dry Port	Inspection Centre:	×	Seal Required:	
lownload	Request Tupe	Normal	Inspection Section:	×	Quantity Of Seals	
inquiry	hequest type=		inspection becauti		Status Datails	
spection Request					status becaus	
Initiate Inspection					Status:	Reschedule In Progre 🌱
Initiate Service Request					Sub-Status:	Suspended 🗸
Initiate FollowUp Inspection						
Initiate Inspection - Cleared Isolaration	Goods Details Attachments	Notes Payment History	Document Groups			
Track Inspection						
Truck Release Requests	Groups					Q 1-1 of 1
ogi Gate						^ • • • • •
IECRC	Change Dates					
irsal II						
eneval	serial Number Confirmed Start Time	Confirmed End Time				
eports	2020-INS6405 5/11/2020 06:23:00 P	M 5/11/2020 05/23:00 PM				
equest						
ansportation						
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load er Management						

 Click on "Change Dates" button. Application shall open a new window to enter new the "Preferred dates" and Preferred Slots".
 Enter Preferred Dates and Time and click on "Save" button. Click on "OK" button.
 Application will copy the new dates and time under "Goods Details" screen.
 "Confirmed Start Time" and "Confirmed End time" would be become blank.





6. Click on "Next" button.

arvice Centre Knowledge	Centre Media Centre Tooli	oox About				yourne
Welcome 🚭	Back Next					
himanshu &F-1223150-Dubai Customs M2-	BOOKing Request D	etails			Contact Details	
himanshutest Message Centre (25)	Booking Reference Number:	2020-BR-13985	Inspection Location Type*:	Customs Area 💙	Contact Email*:	1@test.com
	Declaration Number:	2010005342820	Outside Location:	8	Representative Name*:	dsfs
U Logout	Initiation Date:	5/11/2020	Address:	E	Contact Number*	971-5-65655124
ew By Service 🔻	Designed Bafavaras Number		Man	E	Mobile Number*	071545455104
DT Subscription	Declarant Reference Hombern	satya	map:		(CountryCodeMobileNumber):	971363633124
Bill Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspec	tion	Additional Servi	ces
Cargo Booking	Inspection Centre:	Dry Port 💙	Follow Up Required:		Stamping Required:	
CPA Reports	Inspection Section*:	Dry Port 🗸	Inspection Centre:	~	Seal Required:	
Denvery order Denveloard	Request Turnet	Namal	Terrentian Continue	×	Quantity Of Sealar	
Enquiry	hequest types.		inspection occubili		Status Datails	
Inspection Request					status becaus	
Initiate Inspection					Status:	Reschedule In Progre
Initiate Service Request					Sub-Status:	Suspended 💙
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection	Goods Details Attachments	Notes Payment History	Document Groups			
Truck Release Requests	Groups					Q 1 - 1 of
.ogi Gate IECRC	Change Dates					
lirsal II	Serial Number Confirmed Start Time	Confirmed End Time				
Renewal						
Reports	2020-INS-6405					

Smart Workspace

7. Application prompts warning message to the user. Click on "OK".

Welcome himanshu AE-122160-Dubai Customs M2- himanshutest Message Centre (25) Logout		Alessage Please Reschedule at least one group. If done, please Click "OK" Button to Continue and Submit the request OR Click "Cancel" Button to go back to the Request.
View By Service 🔻	1	
DT Subscription		
Bill Clearance		
Cargo Booking		
CPA Reports		
Delivery Order		
Download		
Enquiry		
Inspection Request		
Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared Declaration		
Track Inspection		
Truck Release Requests		
🖻 Logi Bate		

8. Here, is no payment is schedule for reschedule inspection booking .



9. Click on Next. The application changes the status of Inspection request to "Submitted" and Sub Status to "Rescheduled".

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Service Centre Knowledge Ce	ntre Media Centre Toolbox About	yournewhabit
Welcome himanshu AE-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Track Inspection Request	*
10 Innet	Thank you for submitting your Inspection Request for	
Logout	Dedeuties Number(a), possoogaragoo	
iew By Service 🔻	Declaradon Rumber(s): 2010003342820	
DT Subscription	Booking Reference Number: 2020-BR-13985	
Bill Clearance	Owner Name: Advanced Trading TE	
Cargo Booking	Declarant Reference Number: ratus	
CPA Reports		
Delivery Order	Total Fees: 0	
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Enquiry		
Inspection Request		
Initiate Inspection		
Initiate service Request		
Initiate Pollowup Inspection		
Declaration		
Track Inspection		
Truck Release Requests		
Logi Gate		
MECRC		
Mirsal II		
Kenewai		
Reports		
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5.1.8 Reschedule an Inspection Request (Multiple Declaration)

• To reschedule any planned Inspection requests.



2. Query and select the applicable booking request.



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Welcome 💽				A
AE-1223150-Dubai Customs M2-	Track Inspection I	Request	Q	1 - 1 of 1
himanshutest Message Centre (25)	Re-Schedule Request	Cancel Request	t Update Info View Confirmation Details Make Payment Terms and Conditions	
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Bill Clearance				*
Cargo Booking				
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- 3. Click on "Reschedule Request" button. The "Reschedule Request" will be enabled when Status = "Scheduled" and Sub Status = "Confirmed".
- 4. Application would navigate the user to booking Form details. "Preferred Date and Preferred Slots" and "Contact Details" would be enabled

ervice Centre Knowledge C	entre Media Centre Toolbox About		X	ournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Booking Request Details			¢ ^ ^
Message Centre (25)	Back Next			
Dorout	Booking Request Details		Contact Details	
	Booking Reference Number: 2020-BR-13984	Inspection Location Types: Customs Area	Contact Email*: himanshu.joshi@di	ubaicu
√iew By Service ▼	Initiation Date: 5/11/2020 (8)	Outride Lecation	Permentative Namenta Catua	
DT Subscription	Indadon Date. 0/11/2020		Contact Numbers	_
Bill Clearance	Request Type*: Normal 💙	Address:	(Country-Area-Number): 971-5-65655124	_
Cargo booking	Inspection Centre*: Dry Port 💙	Map:	Mobile Number* (CountryCodeMobileNumber): 971565655124	
Delivery Order	Inspection Section*: Dru Port		(00010)00001010100000	
Download				
Enquiry	Status: Reschedule In Progre 🌱		Additional Information	
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Initiate Inspection	adb-adadasi adapended			
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Declaration				
Track Inspection	Preferred Date 1*: 5/11/2020	Preferred Slot 1 :: Morning (07:00:00-2	D <mark>e</mark> darant Reference Number:	
Truck Release Requests	Preferred Date 2:	Preferred Slot 2:		
LogiGate	Preferred Date 3:	Preferred Slot 3:		
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Reports	Declarations Notes Sealing Fees Groups		-	-
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Transportation				
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5. Application would navigate the user to payment screen if reschedule request meets the criteria of Payment or else the request gets submitted. Click on "Next" button



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Lopout	Request Details		Contact Details	
	Booking Reference Number: 2020-BR-13984	Inspection Location Type*: Customs Area 🗸	Contact Email*: himanshu.joshi@duba	licu
sw By Service 🔻	Initiation Date: 5/11/2020	0utside Location:	Representative Name*: satya	-
Sill Clearance	Paguast Turata Naural		Contact Number* 071-5-65655124	=
Cargo Booking	Request Type	Address:	(Country-Area-Number): 771-3-63633324	4
PA Reports	Inspection Centre*: Dry Port	Map:	(CountryCodeMobileNumber): 971565655124	
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nspection Request	Sub-Status: Suspandad	×	Seal Required:	
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Track Inspection	Preferred Date 1*: 5/11/2020	Preferred Slot 1*: Morning (07:00:00-2 V	Declarant Reference Number:	
Truck Release Requests	Preferred Date 2:	Preferred Slot 2:		
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irsal II		Additional Preferred Slot*: Morning (07:00:00-2 💙		
enewal				
leports	Declarations Notes Sealing Fees Groups			•

6. Application assigning the request to Dubai Customs for further processing.

Welcome 🛛 🗹	Message
AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Please Reschedule at least one group. If done, please Click "OK" Button to Continue and Submit the request OR Click "Cancel" Button to go back to the Request.
Logout	
iew By Service 🔻	
DT Subscription	
Bill Clearance	
Cargo Booking	
CPA Reports	
Delivery Order	
Download	
Enquiry	
Inspection Request	
Initiate Inspection	
Initiate Service Request	
Initiate FollowUp Inspection	
Initiate Inspection - Cleared	
Track Inspection	
Truck Release Requests	
Logi Gate	
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	
Message Centre (25)	Trade Inspection Request
Logout	Thank you for submitting your Inspection Request for
	Declaration Number(s): 2010005343420,201
View By Service	Booking Reference Number: 2020-BR-13984
Bill Clearance	Owner Name: Advanced Trading TE
Cargo Booking	
CPA Reports	Declarant Reference Number:
Delivery Order	Total Fees: 0
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time
Enquiry	
Inspection Request	
Initiate Inspection	
Initiate Service Request	
Initiate FollowUp Inspection	
Initiate Inspection - Cleared Declaration	
Track Inspection	
Truck Release Requests	
😐 Logi Gate	

7. Payment Matrix criteria for Reschedule of Inspection request



Criteria of Payment Collection	Payment Required
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request	Y
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request before X hours of Inspection date and time	Y
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request before Y X hours of Inspection date and time	Ν
Dubai Customs rejects the Outside Inspection request. User reschedules the Inspection request	N
User fails to make the payment for Confirmed Outside Inspection request within Z hours. User then reschedules the request	Y
Dubai Customs Suspends the Inspection. User Reschedules the request	N
Dubai Customs Suspends the Inspection (Client Absence or Unavailability of Documents), Client reschedules the request	Y

5.1.9 View and Reschedule Suspended Inspection Request

- To reschedule any Inspection requests those are "Suspended" as an Outcome of Inspection.
- This activity is done while Inspecting the goods.

Working with the system

1. Navigate to "Track Request" link

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Welcome himanshu 85-122910-Bubbi Custome M2	Track Inspection Request	A No Records
himanshutest Message Centre (25)	Re-Schedule Request Cancel Request Update Info View Confirmation	n Details Make Payment Terms and Conditions
Lopout	Booking Reference Number Request Type Location Type Status Sub Status Initiation	Date Declaration Number Mobile Number Follow Up inspection
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DT Subscription BIII Clearance Cargo Booking CPR Reports Delivery Order Download		
Enquiry Inspection Request Initiate Inspection		
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration		
Track Inspection Truck Release Requests Logi Gate		
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2. Query and select the applicable booking request. Application would display the Inspection request in Status- "Initiate Reschedule" and Sub Status" "Suspended". "Reschedule Button" will be enabled



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Message Centre (25)	Re-Schedule Request	Cancel Request Update Info Vi	aw Confirmation Details Make Payment	Terms and Conditions	
Logout	Booking Reference Number	Request Type Location Type Status	Sub Status Initiation Date 🖛 Declaration Numb	per Mobile Number	Follow Up Inspection
iew By Service 🔻	2020-BR 13984	Normal Customs Area Initiate Re.	Suspended 5/11/2020 2010005343320	971565655124	
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3. Click on "Reschedule button". Application will navigate to Booking request form

himanshu AE-1229150- Dubai Customs M2- himanshutest	Booking Request Deta	ils					ć	î î
Message Centre (25)	Back Next							
Logout	Booking Request Det	ails				Contact Details		
	Booking Reference Number:	2020-BR-13984		Inspection Location Type*:	Customs Area 💙	Contact Email*:	himanshu.joshi@dubaicu	
View By Service View By Service	Initiation Date:	5/11/2020	篋	Outside Location:	0	Representative Name*:	satya	
Bill Clearance	Request Type*	Normal	~	Address	8,	Contact Number*	971-5-65655124	
🖹 Cargo Booking						(Country-Area-Number): Mobile Number*		
CPA Reports	Inspection Centre*:	Dry Port		map:	7	(CountryCodeMobileNumber):	471363633124	
Delivery Order	Inspection Section*:	Dry Port	~					
Download Enguiry	Status	Reschedule In Pro	ogre 💙			Additional Infor	mation	
Inspection Request	0.1.01.1	la una de d				Seal Required:		
Initiate Inspection	oud-status:	Suspended	-					
Initiate Service Request						Quantity Of Seals:		
Initiate FollowUp Inspection	Preferred Date And	lime				Truck/Container Number:		
Declaration	Durfe med Data data	F/11/2020	69	D-6	Mauria a (07,00,00,0 ×			
Track Inspection	Preferred Date 1	5) 11) 2020		Preferred Slot 1*:	monning (ovrooroo-2 •	Declarant Reference Number:		
Truck Release Requests	Preferred Date 2:		6	Preferred Slot 2:	~			
E Logi Gate	Preferred Date 3:		Ø	Preferred Slot 3:	~			
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Welcome 🔤	Back Next					
himanshu E-1223150-Dubai Customs M2-	Booking Request D	etails			Contact Details	
Message Centre (25)	Booking Reference Number:	2020-BR-13985	Inspection Location Type*:	Customs Area 💙	Contact Email*	1@test.com
locut	Declaration Number:	2010005342820	Outside Location:	۵	Representative Name*	dsfs
	Initiation Date:	5/11/2020	Address:	Ę	Contact Number* (Country-Area-Number)	971-5-65655124
By Service V	Declarant Reference Number:	satva	Map:	E	Mobile Number*	971565655124
l Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspe	tion	(CountryCodeMobileNumber): Additional Serv	ces
rgo Booking	Increation Centres	Dru Bort	Follow Up Required:		Stamping Required	
PA Reports	Inspection Centre.	Dry Port	Tonov op Kedaned.		Stamping Required.	
lerivery urder	Inspection section*:	Ury Port	inspection Centre:		seal Required:	
nguiry	Request Type*:	Normal	Inspection Section:	×	Quantity Of Seals:	
spection Request					Status Details	
Initiate Inspection					Status	Reschedule In Progre 🌱
Initiate Service Request					Sub-Status:	Suspended 🗸
Initiate FollowUp Inspection		1				
Initiate Inspection - Cleared Jeclaration Track Inspection	Goods Details Attachments	Notes Payment History	Document Groups			
Truck Release Requests	Groups					Q 1 - 1 of 1
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ports	2020-INS-6405 5/11/2020-06/22/00 F	M 5/11/2020 06:23:00 PM				
quest						
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er Management						
ue Added Services						

- 5. Application would navigate the user to payment screen if reschedule request meets the criteria of Payment
- 6. Once the request is submitted, Inspection request is "Submitted" and Sub Status is "Rescheduled"

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ervice Centre Knowledge I	artre Media Centre Toolbox About	yournewhabit
Welcome himanshu et-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Trade Inspection Request	*
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	Declaration Number(s): 2010005342820	
ew By Service 🔻	Backing Paferonce Number: 2020-89-12005	
DT Subscription	booking kerelence kunden. 2020 ok 13903	
Bill Clearance	Owner Name: Advanced Trading TE	
Cargo Booking	Declarant Reference Number: satya	
Delivery Order	Total Fees: 0	
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Enquiry	,	· ·
Inspection Request		
Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared Deelaration		
Track Inspection		
Truck Release Requests		
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Renewal		
Reports		

5.1.10 View Suspended Request (Non Payment)

• This activity is applicable when Inspection request is "Suspended" due to Non-Payment of applicable inspection fee on time.

Working with the system

1. Navigate to "Track Request" link



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 dtsit.dubaitrade.ac/portal/sso/main.do?fromLogout=true#
- 2. Query for the applicable booking request and click on "Go"

Initiate Inspection - Cl
 Declaration
 Track Inspection
 Truck Release Request

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Welcome himanshu AE-1223150-Dubai Custom himanshutest	s M2-	rack Inspection R	equest							• *
Message Centre (2	5) Book	king Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection
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iew By Service	•									
DT Subscription										
Bill Clearance										
Cargo Booking										
CPA Reports										
Delivery Order										
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MECRC										
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Transportation										
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User Management										
Value Added Services										

3. Application would display the request in "Suspended" and "Payment not received"



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himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection	Request							Q 1 · 1 of 1	
Message Centre (25)	Re-Schedule Request	Cancel Request	Update Info	View Confirmation	n Details Mai	e Payment Terr	ns and Conditions			
Lopout	Booking Reference Number	RequestType	Location Type	Status Sub :	status	Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	
View By Service 🔻	2020-BR-13996	Normal	Outside Customs	Initiate Resche Paym	ent Not Received	5/12/2020	2010005316320	971565655124		
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Bill Clearance										-
Cargo Booking										
CPA Reports										
Delivery Order										
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5.1.11 Cancel Inspection Request

• This activity is applicable to "Cleared" Declaration Only.

Working with the system

1. Navigate to "Track Request" link



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Message Centre (25)	Re-Schedule Request Cancel Request Update Info View Confirmation Details Make Payment Terms and Conditions	
Lopout	Booking Reference Number Request Type Location Type Status Sub Status Initiation Date Declaration Number Mobile Number	Follow Up Inspection
iew By Service 🔻	X A V X	
Bill Clearance Bill Clearance Cargo Booking CAR Reports Delivery Order Devirood Enquiry Inspection Request Initiate Service Request Initiate Service Request Initiate FollowUp Inspection Philtiate Inspection		

2. Query for the Booking Request. Service Centre Knowledge Centre Nedia Centre Toolbo

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection R	equest			④ ⊗
Message Centre (25)	Booking Reference Number	Request Type Location Type Status	Sub Status Initiation Date Declaration Number	Mobile Number	Follow Up Inspection
Logout	2017-BR-9178				
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Bill Clearance					
Cargo Booking					
CPA Reports					
Delivery Order					
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e Enquiry					
Inspection Request					
Initiate Inspection					
Initiate Service Request					
Initiate FollowUp Inspection					
Initiate Inspection - Cleared Declaration			X A Y X		

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3. Click on "Cancel" Request button.

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Message Centre (25)	Re-Schedule Request	Cancel Requ	uest Update	Info	View Confirm	nation Details	Make Payment	Terms and Conditions		
Logout	Booking Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	
/iew By Service 🔻	2017-BR-9178	Normal	CustomsArea	Submitt	ed	9/25/2017	1080000473317	971565655124		
DT Subscription Bill Clearance						ж. А	. . .			
Cargo Booking										
CPA Reports										
Bownload										
Enquiry										
Inspection Request										
Initiate Inspection										
Initiate FollowUp Inspection										
Initiate Inspection - Cleared Declaration										
Track Inspection										
Truck Release Requests										

4. Application prompts a waning message to the user.





 Click on "OK". Application would update the status of the Booking request "Cancelled" and sub status "Client" upon clicking on OK

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himanshu AE-1223150-Dubai Customs M2- bimorchi text	Track Inspection R	equest					Q 1-1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Request	Update Info View C	onfirmation Details	Make Payment	Terms and Conditions	
Logout	Booking Reference Number	Request Type Locatio	n Type Status Sub Stat	us It Itlation Date	Declaration Number	MobileNumber	Follow Up Inspection
ew By Service 🔻	2017-BR-9178	Normal Custom	ISA rea Cancelled Client	9 25/2017	1080000473317	971565655124	
DT Subscription Bill Clearance				- X A	* *		
Cargo Booking							
CPA Reports							
Delivery Order							
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Enquiry							
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Cancellation cannot be done once Inspection is started for the Booking request

5.2 Create Truck Release Request by registered Client

5.2.1 Create Truck Release request

- Client will create truck release request for the declaration.
- Client enters necessary information for the request
- Client uploads document (if any) and notes if required and saves the request
- Client then submit post necessary payments

Working with the system

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button



2. Click on the "Inspection Request" link and then on the "Truck Release Request" link

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Welcome himanshu Message Centre (25)	INBOX (25)	COMPOSE	DRAT SENT	DELETE	
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Delivery Order Download Enquiry	🔲 🗢 👌 DT-Market	From 🗘	Subject	\$ Date/Time \$	
Inspection Request Initiate Inspection Initiate Service Request	KC Page 1 of 1 found >>>			View 1 - 1 of 1	
Initiate Inspection - Cleared Declaration Track Inspection					
Logi Gate MECRC					
Renewal					
Reports Request					
Transportation					
User Management					
Value Added Services					

3. View client's list of requests and click on New



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					Smart Workspace	
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Welcome himanshu AE-1223150-Dubal Customs M2- himanshutest Message Centre (25)	Initiate/Track Truck Cancel Request Print Re	Release Requests			+ Q 1 - 10 of 12+	•
Logout	Truck Release Request Number	Declaration Number	Status	Initiation Date		
/iew By Service 🔻	2020-TR-911	1010012036220	Submitted	5/4/2020		
DT Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020		
Bill Clearance	2020-TR-909	1010012033220	Submitted	5/4/2020		
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020		
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020		
Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020		
Inspection Request	2020-TR-902	1010012028820	Submitted	5/3/2020		
Initiate Inspection Initiate Service Request	2020-TR-883	1010012030220	Submitted	5/3/2020		
Initiate FollowUp Inspection	2020-TR-882	1010012029020	Submitted	5/3/2020		
Initiate Inspection - Cleared Declaration	2020-TR-881	1010012029920	Submitted	5/3/2020		
Track Inspection Truck Release Requests			X			¥
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4. <u>View the declaration number entry page</u>

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Message Centre (25)	Cancel Request Print	Request				_
Logout	Truck Release Request Number	Declaration Number	Status	Initiation Date		
v By Service 🔻	2020-TR-911	1010012036220	Cancelled	5/4/2020		
)T Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020		
III Clearance	2020-TR-909	1010012033220	Submitted	5/4/2020		
PA Reports	2020-TR-908	1010012032620	Cancelled	5/4/2020		
alivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020		
ownioad	2020-TR-903	1010012028920	Submitted	5/3/2020		
spection Request	2020-TB-002	1010012028820	Submitted	5/3/2020		
Initiate Inspection	2020 10 902	1010012020020	Cubmitted	5,5,2,020		
Initiate Service Request	2020 110 003	1010012030220	submitted	5/3/2020		
Initiate Inspection - Cleared	2020-TH-882	1010012029020	Submitted	5/3/2020		
Jeolaration	2020-TR-881	1010012029920	Submitted	5/3/2020		
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Inspection Request Initiate Inspection Initiate Service Request		
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection		
Truck Release Requests		
Logi uate		

PLEASE!

Truck Requests are to be allowed for only those declarations in status Cleared/Cleared with Inspection. Else a Message is given "Truck release request cannot be initiated for the declaration in the current status".



Truck Requests are to be allowed for only those declarations from Hatta. Message: "Truck release request can be initiated only for Hatta declarations. Please check the Port of Discharge /Exit Point and initiate amendment accordingly".



If a truck release request is already existing for the declaration and is closed or released (ie truck release is done for the declaration), a message is given: "Goods have already been released against this declaration on <Truck Released Date>.



If a truck release request is already existing for the declaration and is Not(closed or released) "An open truck release request already exists for this declaration. Please use the track option to check for the existing request."

5. Enter the required Declaration number in the "Declaration Number" field. Click on "Initiate Inspection" button


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6. View the Request Form details . Navigate to the Truck Number tab and Click New

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7. View the Entry Applet for the truck number

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NOTE Inspection section, Representative Name, mobile number shall be mandatory for all truck release requests(Validated on 'next' button).' Please enter the mandatory fields as indicated for the request'

8. Enter the truck number without spaces and special characters and Click Save. Sample Truck Number format can be" *DUBAI32121*"

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NOTE The truck numbers as part of the truck request should not have any spaces/special characters. Else a message is displayed 'Please enter the truck number without any spaces/special characters.'





Duplicate entries for the truck number will not be allowed. A message will be given 'The same truck number already exists. Please enter another valid truck number.

9. View the truck number in the request

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Validation is done to ensure at least one truck number is entered in the request. ' Please enter at least one truck number in the truck details view to proceed.'

10. Click on "Seal Required" as 'Y'

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12.

11. Click "Save", check quantity of seals and Click Save again

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13. Navigate to "Attachment" tab and click on "New" to upload a document.



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14. Click on the pick to associate a document

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15. Browse the required document and click "Add"



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16. Select the required value the "Document Title" and Save

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18. Navigate to "Notes" and click on "New" to associate a note/comments or special remarks to the Inspection request

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20. View the Notes record. Application will auto populate "Type" = Note, "Created" = Today's Date "Created by" = User id of the creator

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21. Click on "Next".



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22. Verify the payment records. Respective Charge Type, Amount and the Total Amount shall be displayed to the user

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23. Select the payment mode as "Credit Account " from the dropdown and click on "Save"



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24. Click on the glyph in the Credit account field and Select the required credit account number and click on "OK".

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25. Click on "Make Payment" button



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26. Verify status of Payment as Authorized and Submit the request

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27. View Confirmation





28. Click on Print Request

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5.2.2 Track Truck Release request

- Client will query for the truck release request using the declaration no/ truck release ref no.
- Client will be able to drill down on the request
- Client will be able to update truck number information for the request if it is in submitted status
- Client will be able to print the request details
- Client will be able to cancel the request if it is in submitted status

Working with the system

- 1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button
- 2. Click on the "Truck Release Request" link



3. View client's list of requests and click Query

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puiry	2020-TR-908	1010012032620	Cancelled	5/4/2020	
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4. Enter declaration number and Click Go



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5. Verify Query Result. Drill down of the record

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6. View Request. Click on Edit to update the truck number



8. Click on Cancel Request if the request needs to be cancelled and verify if status is Cancelled



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PLEASE!

When trying to cancel a TR request after submission, a pop up message needs to be provided "Please note that the Truck Release Request will be Cancelled. Click on Ok to proceed and Cancel to revert."

5.3 Initiate Inspection Service request by Client

If client requires his goods to be inspected before declaration, he/she can request Dubai Customs to provide Inspectors for inspecting his/her goods.

- Client will create the Inspection Service request based on Manifest, Airway Bill, IPT, etc.,.
- Client enters necessary information for the request
- Client uploads document (if any) and notes if required and saves the request
- Client then submit post necessary payments

Working with the system

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button





2. Click on the "Inspection Request" link and then on the "Initiate Service Request" link



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AE-1049640-Dubai Message	Customs M2-UFO Centre	Initiate/Track	Service Req	uest		Q 1 -	6 of 6
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/iew By Service	~	Booking Reference N	lun Document Re	fere Inspection Centr Status	Initiation Date		
Bill Clearance		2020-SR-89290	Air Waybill	Airport Free Zo Scheduled	2/24/2020		
Cancel		2020-SR-89578	Air Waybill	Airport Free Zo Submitted	3/24/2020		
Delivery Order Documentation Se	ervices	2020-SR-89612	Air Waybill	Airport Free Zo Scheduled	5/19/2020		
Download		2020-SR-89652	Air Waybill	Airport Free Zo Submitted	5/21/2020		
Enquiry		2020-SR-89705	Air Wavbill	Draft	6/4/2020		
Inspection Reque	st	2020-SR-91854	Air Wavbill	Airport Free Zo Submitted	6/14/2020		
Initiate Follow	Up Inspection			-	* *		_
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Truck Release LogiGate Mirsal II Payment Services Quote Renewal Reports Request Upload User Management Vessel Schedules Dortcut To Services	n Requests						STAKEHOLDE

3. Click on the "Create Service Request" link.



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Documentation Services	2020-SR-89612	Air Waybill	Airport Free Zo Scheduled	5/19/2020			
Download	2020-SR-89652	Air Waybill	Airport Free Zo Submitted	5/21/2020			
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4. Client enters necessary information for the request such as Reference Document, Inspection Centre & Section, Preferred Dates and Contact Details.

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	T Delivery Order	Document Reference Number *:	Additional Preferred Slot*:
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	Enquiry		Contact Name*:
	🕀 Hamriya	Location*:	Representative Name*:
	Inspection Request		Contact Number *
	- Initiate FollowUp Inspection	2	
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5. Client uploads document (if any) and notes if required and saves the request.

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6. Client then submit post necessary payments



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un Ru Cassino Ind	Initiation Date:	6/15/2020	Preferred Date 2:	Di Preferred Si	st 2:	
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Customer Suggestion	Inspection Section:	Cargo 💙	Contact Name	ratua		
Delivery Order			Contact Name:	38178		
DO Counter	Location:	dfbgdsf	Representative Name:	satya		
Documentation Services			Contact Number (Country-Area-Number):	971-5-65655124		
Enguiry		dsfods				
Hamitya	Keason:		Contact Email:	1@test.com		
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